





**Palm Beach Community College**  
**LLRC**  
**4200 Congress Avenue**  
**Lake Worth, FL 33461-4796**



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# *Palm Beach Junior College*

4200 CONGRESS AVENUE, LAKE WORTH, FLORIDA 33460

*Co-Educational*

officially accredited by the  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

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## CALENDAR FOR 1967-68

### FALL TERM

- July 24 ..... Last day to make application  
for admission as a day student, 3:00 p.m.
- July 31 ..... Final day to complete all application  
procedures for admission as day student, 3:00 p.m.
- August 1 ..... Final testing for all new day students, 8:00 a.m.  
(excluding transfers)
- August 10 ..... Orientation and Counseling for Groups I and II  
students not in attendance during 1967 Winter  
or Spring Terms, 8:00 a.m. - 3:00 p.m.
- August 11 ..... Orientation and Counseling for Groups III and IV  
students not in attendance during 1967 Winter  
or Spring Terms, 8:00 a.m. - 3:00 p.m.
- August 14 - 17 ..... Registration by appointment for all day students  
Registration for all evening students, 7:00 - 9:30 p.m.
- August 18 ..... Late registration for day students who met all entrance  
requirements as of August 1, 9:00 a.m.-12 noon.  
Late registration for evening students, 7:00-9:00 p.m.
- August 21 ..... Classes begin
- August 21 - 25 ..... Days to correct schedules due to error only  
(9:00 a.m. - 12 noon, day students)
- August 21 - 24 ..... (7:00 - 9:00 p.m., evening students)
- September 4 ..... Labor Day holiday
- September 29 ..... Six Weeks Progress Report Period ends. Grades  
due in Registrar's office Tuesday, October 3, 9:00 a.m.
- October 13 ..... Last day to withdraw from class with "W"
- November 22 ..... No student permitted to withdraw  
from a class after this date
- November 23, 24 ..... Thanksgiving holidays
- December 11 - 15 ..... Final examinations. All grades due in Registrar's  
office on or before 9:00 a.m., December 19
- December 15 ..... End of Fall Term

# CALENDAR FOR 1967-68 (continued)

## WINTER TERM

- December 1 ..... Last day to make application for admission  
as a day student, 3:00 p.m.
- December 8 ..... Last day to complete application procedures  
as a day student, 3:00 p.m.
- December 18 ..... Final testing for all new day students,  
8:00 a.m. (excluding transfers)
- January 2 ..... Orientation and Counseling for all day students  
not in attendance during 1967 Fall Term,  
8:00 a.m. - 3:00 p.m.
- January 2 - 5 ..... Registration by appointment for all day students  
Registration for all evening students, 7:00 - 9:30 p.m.
- January 8 ..... Late registration for day students who met all  
entrance requirements as of December 8,  
9:00 a.m. - 12 noon. Late registration for  
evening students, 7:00 - 9:00 p.m.
- January 8 ..... Classes begin
- January 8 - 12 ..... Days for correcting schedules due to error only  
(9:00 a.m. - 12 noon, day students)
- January 8 - 11 ..... (7:00 - 9:00 p.m., evening students)
- February 16 ..... Six Weeks Progress Report Period ends. Grades  
due in Registrar's office Tuesday,  
February 20, 1968
- March 1 ..... Last day to withdraw from class with a "W"
- April 11 ..... No student permitted to withdraw from a class  
after this date
- April 12 ..... Good Friday holiday
- April 23 - 29 ..... Final examinations. Grades due in Registrar's  
office by 9:00 a.m., April 30.
- May 2 ..... Commencement Exercises

## SPRING TERM — First Session

- April 11 ..... Last day to make application for admission  
as a day student, 3:00 p.m.
- April 19 ..... Final day to complete all application procedures  
for admission as a day student, 3:00 p.m.
- April 26 ..... Final testing for all new day students 8:00 a.m.  
(excluding transfers)

## CALENDAR FOR 1967-68 (continued)

May 3 .....	Orientation and Counseling by appointment for new day students, and others not in attendance during 1968 Winter Term, 8:00 a.m. - 3:00 p.m.
May 6,7 .....	Registration by appointment for all day students Registration for all evening students, 7:00 - 9:30 p.m.
May 8 .....	Classes begin
May 8, 9 .....	Days to correct schedules due to error only, (9:00 a.m. - 12:00 noon, day students) (7:00 - 9:00 p.m., evening students)
May 24 .....	Last day to withdraw from class with a "W"
May 30 .....	Memorial Day holiday
June 11 .....	No student permitted to withdraw from a class after this date
June 18 .....	Final examinations. All grades due in Registrar's office by 4:00 p.m., June 18
June 18 .....	End of First Session

### SPRING TERM — Second Session

June 2 .....	Last day to make application for admission as a day student, 3:00 p.m.
June 9 .....	Final day to complete all application procedures for admission as a day student, 3:00 p.m.
June 12 .....	Final testing for all new day students, 8:00 a.m., (excluding transfers)
June 17, 18 .....	Orientation and Counseling by appointment for all new students and others not in attendance 1968 Winter Term or First Session, Spring Term, 8:00 a.m. - 3:00 p.m.
June 20 .....	Registration by appointment for all day students Registration for evening students, 7:00 - 9:30 p.m.
June 21 .....	Classes begin
June 24, 25 .....	Days to correct schedules due to error only, (9:00 a.m. - 12:00 noon, day students) (7:00 - 9:00 p.m., evening students)
July 4 .....	Independence Day holiday
July 10 .....	Last day to withdraw from class with a "W"
July 26 .....	No student permitted to withdraw from a class after this date
August 2 .....	Final examinations. All grades due in Registrar's office by 4:00 p.m., August 2
August 2 .....	End of Term

## Palm Beach County

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Paul W. Graham, B.S., M.A., Ed.D. ....	<i>Dean of Instruction</i>
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Dale Washburn, B.S., M.S. ....	<i>Director of Data Processing</i>

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 B.S., North Carolina State College  
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 A.B., St. Lawrence University  
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 B.S., M.S., A.D.A., Florida State University
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- AUSTIN, LEON F.** ..... Electronics  
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## FACULTY

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M.A., University of Michigan
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M.S., Florida State University
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B.S., M.A., Columbia University
- SMITH, ROCH C. .... French, Spanish  
B.A., M.A.T., University of Florida
- STOCKTON, JACK E. .... Physical Education  
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- TEGIACCHI, ELIZABETH A. .... Biology  
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## FACULTY

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B.S., Murray State College M.S., University of Mississippi	
TOOMATH, MARJORIE A. ....	Dental Hygiene
Cortland State University Eastman Dental Dispensary	
TRAVIS, RICHARD L. ....	Mathematics
B.S., M.S., New York State College at Brockport	
TRICHLER, JAMES R. ....	Dental Technology
C.D.T.	
TUCKER, HENRY W. ....	Social Science
B.S., Western Kentucky State College M.S., University of Kentucky	
TUTTLE, LAWRENCE D. ....	Law Enforcement
A.A., George Washington University	
VINCENT, FRANCIS E. ....	Counselor, Student Personnel
B.A., San Francisco State College M.Ed., University of Florida	
WADE, IDELLA B. ....	Librarian
B.S., Florida A & M University	
WALL, WELDON T., III ....	Art
B.A., East Carolina College M.F.A., Instituto Allende	
WARNER, LEON B. ....	Chairman, Guidance Center
A.B., Union College M.Ed., University of Rochester	
WASHBURN, DALE W. ....	Director, Data Processing
B.S., University of Michigan M.S., University of Florida	
WELLS, BETTY JEAN ....	English
A.B., M.A., Morehead State College	
WERNLUND, CHARLENE C. ....	Nursing
R.N., B.S., Russell-Sage College	
WHITMER, DON C. ....	Chairman, Departments of Engineering Technology and Mathematics-Physics
B.S., Iowa State College M.A., University of Alabama	
WIDDOWS, RUTHANNA R. ....	Business Administration, Retailing
B.S., Miami University M.S., New York University	
WING, RUTH W. ....	Assisting Chairman, Dept. Mathematics-Physics
B.A., Westminster College M.S., Florida State University	
YEAMAN, DORIA B. ....	Business Administration
B.A., M.A., LL.B., University of Tennessee	

## PART-TIME FACULTY

BILOHORKA, WILLIAM B. ....	Hotel-Motel Management
B.S., Pennsylvania State	
BOWER, RUTH L. ....	Mathematics
A.B., College of Wooster M.Ed., Florida Atlantic University	
BRUCE, CHARLIE N. ....	Data Processing
C.Ind.E.E., Bliss Electrical School	

## PART-TIME FACULTY

DROLSHAGEN, JOHN E. ....	Accounting
B.S., University of Detroit	
HARRINGTON, THOMAS L. ....	Religion
B.S., University of Pittsburgh	
B.D., Pittsburgh Theological Seminary	
HAWKEN, JOHN W. ....	Mathematics
B.S., Florida Southern College	
M.A.T., Emory University	
HESSE, FRANK R. ....	Data Processing
University of Colorado	
KIMBELL, CAROL T. ....	Data Processing
B.S., University of Wyoming	
MCQUAGGE, AILEEN F. ....	Business Education
A.B., West Liberty State College	
B.E., University of Pittsburgh	
MEYER, LOIS O. ....	Physical Education
B.A., Carthage College	
M.A., University of Illinois	
MOUNTS, MARVIN U., JR. ....	Law Enforcement
B.A., University of the South	
L.L.B., University of Florida	
NORTON, MARLENE M. ....	Data Processing
B.A., Mt. St. Joseph College	
PANOS, GEORGE C. ....	Engineering Technology
R.L.S.	
ROSENBERG, MARVIN M. ....	Dental Hygiene
D.D.S., N.Y.U. College of Dentistry	
SANDEFER, AARON E. ....	Data Processing
Howard College	

## EMERITUS FACULTY

MARY SUSAN ALBERTSON .....	Science 1933-1963
B.S., Cornell University; M.A., Columbia University	
RACHEL F. CROZIER .....	Dean of Women 1938-1963
B.S.E., University of Arkansas; M.A., University of Florida	
IMOGENE A. GROSS .....	Chemistry, Physics 1933-1956
B.S., Georgia State College for Women; M.A., Johns Hopkins University	
NINA K. JENSEN .....	Art 1948-1964
B.S., M.A., Diploma of Fine Arts, Columbia University	
MARIAN F. MORSE .....	Psychology, Social Studies 1934-1955
A.B., Smith College; M.A., Florida State University	
ELIZABETH S. REYNOLDS .....	Librarian 1945-1963
B.A., Florida State University; B.A., in L.S., Emory University	

## SPECIAL STAFF

CLAUDE A. EDWARDS .....	Acting Director of Physical Plant
JONATHAN W. KOONTZ .....	Co-ordinator of News Bureau and Information Services
A.B., High Point College	
M.A., Columbia University	
CHARLOTTE M. MULLENS .....	Dental Assisting Clinician
C.D.A.	
J. BARRY ROGERS .....	Controller
A.A., Palm Beach Junior College	
B.S., Florida State University	
JOSEPH C. STANLEY .....	Coordinator of Purchasing

## OFFICE STAFF

Edna D. Wilson .....	<i>Administrative Assistant to Registrar</i>
Edith I. Aaltonen .....	<i>Accounting Machine Operator</i>
Bernice M. Ballard .....	<i>Duplicating Center Supervisor</i>
Sally A. Barrows .....	<i>Supervisor of Tabulating Equipment</i>
Ruth Brofft .....	<i>Bookstore Manager</i>
Maria C. Bruno .....	<i>Clerk-Typist</i>
Joyce Burger .....	<i>Clerk-Stenographer</i>
Lynn M. Bush .....	<i>Key punch Verifier Operator</i>
Meta C. Campbell .....	<i>Clerk-Typist</i>
Joyce Cates .....	<i>Clerk-Typist</i>
Betty L. Childers .....	<i>Clerk-Stenographer</i>
Mary K. Crocco .....	<i>Clerk-Typist</i>
Virginia W. Decker .....	<i>Technical Clerk</i>
Mabel H. DePew .....	<i>Clerk-Typist</i>
Renee T. Dickens .....	<i>Library Clerk</i>
Dena L. Dover .....	<i>Clerk-Typist</i>
Evelyn Dower .....	<i>Clerk-Stenographer</i>
Isabell Z. Fouse .....	<i>Clerk-Typist</i>
Sue Frazier .....	<i>Secretary to Registrar</i>
Mary Ann Giel .....	<i>Clerk-Typist</i>
Bonnie I. Griffin .....	<i>Secretary to Dean of Instruction</i>
Edna M. Hardy .....	<i>Clerk-Typist</i>
Katherine M. Howerton .....	<i>Clerk-Typist</i>
Bernice Hull .....	<i>Clerk-Typist</i>
Jane Joffre .....	<i>Library Clerk</i>
D. Jane Joyce .....	<i>Clerk-Typist</i>
Lois G. Kaskey .....	<i>PBX Operator-Clerk</i>
Barbara J. Lawson ....	<i>Secretary, Director of Student Personnel Services</i>
Barbara J. Lieberman .....	<i>Clerk-Typist</i>
Nancy B. Logan .....	<i>Library Clerk</i>
Carol J. McGann .....	<i>Library Clerk</i>
Deloria M. McMillan .....	<i>Bookstore Bookkeeper</i>
Mary J. Martin .....	<i>Clerk-Stenographer</i>
Sonia M. Mattson .....	<i>Secretary to Director of Services</i>
Elizabeth H. Nobis .....	<i>Secretary to the President</i>
Alice H. Perry .....	<i>Clerk-Typist</i>
Bertha L. Rand .....	<i>Clerk-Typist</i>
Alice D. Rudy .....	<i>Secretary to Dean of Special Studies</i>
Patricia D. Schultz .....	<i>Clerk-Typist</i>
Lena C. Silber .....	<i>Clerk-Typist</i>
Milda E. Slater .....	<i>Clerk-Typist</i>
Wanda W. Slora .....	<i>Clerk-Typist</i>
Joyce A. Smith .....	<i>Clerk-Typist</i>



Mary L. Smith .....	<i>Clerk-Typist</i>
Virginia N. Snead .....	<i>Clerk-Typist</i>
Ireen D. Stone .....	<i>Clerk-Typist</i>
Loretta P. Taylor .....	<i>Bursar-Cashier</i>
Arlene Tiddens .....	<i>Clerk-Typist</i>
Wilma T. Weigel .....	<i>Bookkeeper</i>
Beatrice A. Wheeler .....	<i>Clerk-Typist</i>
Vera C. Williams .....	<i>Library Clerk</i>
Louella Williamson .....	<i>Records Clerk</i>
Earlene S. Witman .....	<i>Clerk-Typist</i>
Norma A. Woodyard .....	<i>Clerk-Stenographer</i>
Carolyn S. Workman .....	<i>Payroll Clerk</i>
Elsie J. Zimmerman .....	<i>Clerk-Typist</i>

\* \* \*

J. Ralph Kehoe .....	<i>Cafeteria Manager for the Prophet Company</i>
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## **GENERAL INFORMATION**

### **HISTORY**

Palm Beach Junior College is a two-year, co-educational institution established in 1933 with the cooperation of the County Superintendent of Public Instruction, the Board of Public Instruction, representatives of civic organizations of West Palm Beach, and members of Palm Beach High School Faculty.

Palm Beach Junior College had its inception in service to young men and women who desired educational work beyond high school. Because these young people were unable to secure employment immediately after graduation from high school, and because they expressed interest in higher education, the College was founded to meet their needs.

From 1933 to February, 1948, Palm Beach Junior College was located adjacent to Palm Beach High School. In February, 1948, the College was moved to a complete plant on a 21-acre site at the de-activated Morrison Field, where it experienced its rapid growth, only to be faced with the necessity of surrendering title to the Air Force for re-activation of the field. Through the cooperation of the Town Commission and people of Lake Park, their town hall was made available to the College as a temporary home. The move to rather restricted quarters substantially reduced both enrollment and faculty, but with the addition of space rented in the Community Church of Lake Park, the College again increased the student body to full capacity of its facilities until, at the opening of school in September, 1955, it was forced to refuse admission to more than one hundred students.

In September, 1956, Palm Beach Junior College moved to its permanent campus, a 114-acre site adjacent to Lake Osborne, two miles west of the town of Lake Worth. The board of County Commissioners donated this site to the Board of Public Instruction.

Palm Beach Junior College holds a distinctive place in Florida education as the first junior college in the state to become a part of the educational system of an individual county. In December, 1947, it became the first public junior college in Florida to be approved by the State Board of Education for participation in the Minimum Foundation Program.

### **ACCREDITATION AND MEMBERSHIPS**

Palm Beach Junior College is accredited by the Southern Association of Colleges and Schools and the State Department of Education. The College is an active member of the American Association of Junior Colleges, the Florida Association of Public Junior Colleges and the Florida Association of Colleges and Universities.

Admission to the upper division of the state universities and to virtually all other colleges and universities in the United States is granted upon

the satisfactory completion of two years work at Palm Beach Junior College.

## PHILOSOPHY

Realizing that securing a college education presents a complex and significant problem to many of its area citizens, and that the opportunity to attain that educational goal may, without a community-centered institution, be denied many of these people, Palm Beach Junior College is dedicated to meeting the demands for two years of higher education. Palm Beach Junior College seeks to insure the maximum in personal educational service to the individual student at a minimum cost, for the benefit of the individual, of the nation, and of society in its effort to achieve its hopes for the future.

## PURPOSES

The philosophy, purposes and functions of Palm Beach Junior College have grown out of the needs and nature of the community, the needs and desires of citizenry, and the belief that all people who wish to should have the opportunity to continue beyond high school, a program of general education, to prepare for entrance to some field of employment or to prepare for further study in a senior college or university.

Since the demands of society and the needs of individuals require post-high school education for an increasing number of our population, the College has devised and tries to maintain a program to prepare the citizenry (a) for effective living as persons and members of a family; as members of the state and world and (b) for vocations in which they can make their greatest contribution to society and in which they can gain personal satisfaction and security. In trying to meet the needs of its people and to implement its philosophy, the College has several specific and particular purposes:

- I. The College endeavors to provide the needed curricula in four general areas of instruction.
  1. It seeks to carry on a program for the student who wishes to continue his studies beyond the two-year program.
    - a. It provides the first two years of college instruction for most of the academic schools and colleges in universities and other four-year institutions.
    - b. It provides pre-professional studies for admission to professional schools.
  2. It has a program of general studies directed at the production of well-informed, competent citizens who can function effectively as members of a family, a community, a state and a democratic nation—a program that serves both social and individual needs.

3. It offers a program of specialized curricula designed primarily to prepare the student to find entrance employment in a specific occupation, semi-profession or profession, in the nursing field or as a dental hygienist. This program also includes liberal arts study to aid him in gaining civic competence and personal adequacy.
4. It keeps in touch with the community and the people it serves, noting changes and trends of development and seeks to meet the educational needs of the area—both individuals and enterprises.

II. The College seeks to promote in its constituency many desirable qualities.

1. It strives to develop qualities of maturity, leadership and ability to participate in group efforts.
2. It aids in the acquisition of desirable ethical, moral and esthetic values, attitudes and sensitivities.
3. It helps in the acquirement of knowledge, skills and social and intellectual competencies.
4. It strives to develop a proficient and informed citizenry.

### BUILDINGS AND EQUIPMENT

Campus buildings were begun in 1955, and major additions through the years have kept pace with increasing enrollment. The master plan for the campus, accepted in 1965-66, calls for three phases of construction which will more than double space from 1965 levels. Phase one is completed and phase two buildings to be completed by the fall of 1967 are included.

### ADMINISTRATION BUILDING

This building houses the office of Director of Services; finance and service facilities; Dean of Student Personnel; Dean of Men; guidance center; faculty offices and classrooms. It formerly housed the library and audio-visual center. With the removal of these activities to the Learning Resources Center, a large section of this building is now available for other uses. Three large areas for lecture are shown in future development in the master plan.

### SCIENCE BUILDING

The Departments of Biology and Chemistry and the Home Economics facilities are located in this building. Laboratory facilities and a well-equipped sewing and cooking center for home economics are included.

## DENTAL HEALTH SERVICES BUILDING

The Dental Health Clinic, Laboratory, Classroom, X-Ray, and Operatory are housed in the East wing of this building.

The Dental Assisting Clinic, Laboratory, Classroom and Library are housed in the West wing.

Also housed in the West wing of this building are laboratories for the Dental Laboratory Technician courses.

## TECHNICAL BUILDING

The Departments of Nursing, Mathematics and Engineering Technology, including Physics, are located in this building.

There are laboratories for nursing, electricity, electronics, physics and drafting, as well as classrooms.

## TECHNICAL LABORATORY BUILDING

The building provides two large laboratories for Air-Conditioning and Refrigeration, a large Materials Processing Laboratory, and a Testing Laboratory. Space is also included for Civil Drafting Technology equipment storage.

## AUDITORIUM

The Department of Communications has offices and some classes in the auditorium. The facilities for dramatic productions are excellent. General college programs are held in the auditorium or in the outdoor theater at the rear.

## HUMANITIES BUILDING

This modern building provides facilities for vocal and instrumental music, art and literature. Excellent facilities are included in this building for practice rooms in music, art studios, an art gallery, as well as four classrooms.

## PHYSICAL EDUCATION BUILDING

This gymnasium provides facilities for the required physical education, intramural and intercollegiate varsity program. Health education courses are also held in the available classrooms.

## SOCIAL SCIENCE BUILDING

The Social Science building provides fourteen classrooms and sixteen offices for faculty. The lecture rooms are used by the Biology, Business, Mathematics, Communications and Social Science facilities.

## STUDENT ACTIVITIES BUILDING

This building is the center of student life on campus and includes a large lounge area with a TV corner, tables for games and conversation

groups. The building is arranged so that the lounge area may be used for dances, teas, and other social activity. Office space for the Dean of Women, Student Government, the college yearbook (The Galleon), and newspaper (The Beachcomber), is also provided.

### CAFETERIA

This building has facilities for hot lunches during the term. There is also a snack bar.

### RECEIVING CENTER AND BOOKSTORE

This modern center handles all supplies into the College and includes the bookstore for convenience to the students.

### LIBRARY-LEARNING RESOURCES BUILDING

The first floor houses the Reserve collection and Reading Room as well as the Audio-Visual Center. The second floor will be devoted entirely to Library and Reading Room. For the time being, the third floor will have five Business Education rooms, two mid-management classrooms, and thirty-three faculty offices. With the continued growth of the College, this third floor will ultimately be devoted to Library activities.

### DATA PROCESSING BUILDING

This two-story building houses a Data Processing Laboratory and a Computer Laboratory on the first floor, and three classrooms and faculty offices on the second floor.

### CENTRAL MECHANICAL BUILDING

This building houses the equipment to provide both chilled and hot water for air-conditioning and heating all buildings on campus.

### BUSINESS ADMINISTRATION BUILDING

This three-story building houses Business Education, Business Administration and general classrooms. The first floor is devoted to Office Machines, Retail Distribution, and Hotel-Motel-Food Service classrooms. The second floor is designed to provide for two Typing classrooms, two Shorthand classrooms, and one Office Practice classroom. The third floor is occupied by two Accounting classrooms and three general classrooms. All three floors provide faculty offices and instruction related facilities.

### ADMINISTRATION BUILDING (Addition)

This two-story building provides for general administrative space. The first floor is devoted entirely to the Registrar's facility — General Office, Evening Coordinator and Evening Counselor. The second floor contains the Office of the President, the Office of the Dean of Instruction, the Dean of Special Studies and other administrative offices.

## ANTICIPATED FUTURE EXPANSION

The College anticipates continued expansion of the physical plant and development of the campus. In the future, the College will operate additional centers.

## PROGRAM FOR VETERANS AND FOR VETERAN-DEPENDENTS ON WOE

The College is approved by the State Department of Education and the Veterans Administration for training. Veterans who plan to attend under any of the various veteran's training laws and dependents of deceased or disabled veterans who expect to enroll under the War Orphans Educational Assistance Act, should apply to the St. Petersburg Regional Office or consult a county veterans officer well in advance of registration. Application forms may be secured from the V. A. Regional Office, the College Registrar's office, or the County Veterans' officer.

Upon enrollment, veterans and veteran-dependents are required to pay all regular fees and charges, the same as other students, except for disabled veterans attending under Title 31, who are certified by V.A. prior to enrollment. Upon certification by the College and Veterans Administration, educational allowance is paid monthly to the student for training time computed as follows:

14 or more semester hours .....	Full time
10 to 13 semester hours .....	$\frac{3}{4}$ time
7 to 9 semester hours .....	$\frac{1}{2}$ time
1 to 6 semester hours .....	Fees only

Six semester hours is full time for each six-week session of the Spring Term. Semester hours and the number of standard class sessions determine full, three-quarter and half time eligibility for a six-week session.

A person claiming benefits and eligible to receive a monthly subsistence check, should be prepared to finance in full his expenses for the first two or three months. When full eligibility is established, a subsistence check should be expected about the 20th of each month.

A veteran's dependent claiming benefits under Title 38, chapters 33 or 35, is also cautioned that it is his responsibility to promptly sign each month the appropriate certification form.

## SELECTIVE SERVICE

The Selective Service System requires that a SSS Form 109 (Enrollment Certificate) be submitted to local boards for every male full-time undergraduate student at the beginning of each academic year. Upon receipt of this certificate the local board will normally classify the

student II-S (deferred because of student status). The college is also required to submit a SSS Form 109 when a student withdraws, graduates or becomes a part-time student.

A student is considered full time if he takes a minimum of 12 semester hours of credit work. (A course previously taken here for which the student has already received credit and a grade of D but is repeating to earn a transferable grade, may not be included in the 12 hours.) It is incumbent upon the student to take sufficient hours and attain sufficient grades and quality points to insure that his course of study will be completed in the required time. To accomplish this, the student must progress annually to the next higher class. Briefly stated, the Selective Service System policy is that a registrant, to qualify for classification II-S, should complete a two year college course in two years. Students desiring further information should inquire at the Registrar's office.

### SOCIAL SECURITY

The social security law provides benefits up to age 22 to children whose parent on whom they were dependent dies or starts receiving social security retirement or disability benefits. The student must be in full time attendance in an educational institution. (For explanation of "full time" see paragraph 2 under Selective Service.)

### EVENING COLLEGE PROGRAM

Palm Beach Junior College, through evening classes, provides educational services for people who are unable to attend regular classes or who, having attended college, desire to continue their education.

Classes are regularly offered in August, January, April, and June but will be organized whenever there is sufficient demand to meet requirements under the College program of the State Minimum Foundation Program. Most of the evening credit courses meet only one night a week; a few meet two nights a week. Credit courses may be taken on a non-credit ("Audit") basis by payment of the regular fee.

A separate bulletin describing all credit and non-credit courses offered in the evening class program is available. This bulletin details requirements and dates of registration for each term. For additional information, please contact Registrar, Evening Classes, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida 33460.



## GENERAL REGULATIONS

### ADMISSION

**METHODS OF ADMISSION.** (1) *Certificate of Graduation*—The Palm Beach Junior College will accept certificates from the approved high schools of Florida, from any secondary school of another state which is accredited by its state university and from any recognized college or university. Blank certificates, conveniently arranged for the desired data, will be sent to all principals and, upon application, to prospective students.

Candidates for admission who have been graduated from an approved high school will be accepted. Applicants from states other than Florida, who are graduates of out-of-state high schools, may not be admitted to Palm Beach Junior College if, in the opinion of the Admissions Committee, they will not be able to meet the academic standards expected of students at Palm Beach Junior College.

(2) *State High School Equivalency Certificate*—Legal residents of Florida who are at least 20 years of age may qualify for this certificate upon successful completion of the General Education Development Tests. These tests are administered in the Office of Adult Education which is an official testing center for the State Department of Education.

Veterans who complete the GED tests while on active duty are also eligible for the Equivalency Certificate on the same basis as non-veterans. *The diploma must be in the Registrar's office before admission will be granted.*

*Palm Beach Junior College makes no distinction on the ground of race, color, or national origin in the admission practices or any other practices of the institution relating to the treatment of students.*

*The final decision on admission rests with the Registrar.*

### ADVANCED PLACEMENT

It is the policy of Palm Beach Junior College to grant college credit to a student who presents a score of 5, 4 or 3 on one or more of the Advanced Placement Program Examinations of the College Entrance Examination Board. To be eligible for credit, the examination must be taken prior to enrollment in college. Credit thus granted by Palm Beach Junior College is transferable to Florida institutions of higher education participating in a state-wide agreement.

### MILITARY SERVICE CREDITS

Palm Beach Junior College grants no credit for military service, attendance in military schools, or for United States Armed Forces Institute (USAFI) courses. Credit is not granted for USAFI high school

or college level General Education Development Tests. However, students may use these GED scores to help secure an Equivalency Diploma from a state department of education.

### TRANSFER STUDENTS

*Students who are not permitted to return to the institution they last attended will not be admitted to Palm Beach Junior College until they have remained out of school for one full term.*

*Transfer students whose grade point averages do not meet the cumulative point average of Palm Beach Junior College's probation policy will be accepted only on academic probation.*

Students who enter from other colleges or universities and who ask for advanced standing, must furnish a statement of honorable dismissal and an official transcript of the work done in the college or university from which they transfer, together with a complete statement of the subjects offered for entrance at the former school.

The amount of credit allowed for a quarter, semester or term will not exceed the amount the student would have been permitted to earn during the same period of time at Palm Beach Junior College.

Transfer students enrolling in either session of the Spring Term who expect to return to the college or university they are currently attending, will be admitted by letter of good standing from that college. However, if they wish to continue attendance in Palm Beach Junior College for an additional term, they **MUST** file a complete transcript of their academic record from the other college(s) in order to meet admission requirements for the additional term here.

Students transferring from an institution of higher learning which is not accredited by the Association of that area are accepted conditionally. When 15 hours of work have been successfully completed at Palm Beach Junior College, the student will be given credit for acceptable courses which were transferred.

Palm Beach Junior College accepts on transfer only those courses completed at other institutions with grades of "C" or higher. Courses on the transcript which carry a grade of "D" or lower, will not be accepted for credit but are considered in calculating quality point average for student standing and for meeting graduation requirements.

### ADMISSION PROCEDURES

Procedures for entering freshman students or undergraduate students transferring from another college or university are as follows:

1. Apply to the Office of the Registrar for admission forms. Fill out application form in detail and forward to the Registrar together with two identification photographs (approximately 2"x2") and a \$10 check or money order made payable to Palm Beach Junior College,

BEFORE processing the other forms. The \$10 earnest fee is not refundable but will be applied on fees at time of registration.

2. TRANSCRIPTS.

- (a) Take or mail the transcript form to the high school last attended and ask that it be filled out immediately AFTER your graduation and sent to the Registrar, Palm Beach Junior College
- (b) If you have attended college elsewhere, you must submit transcripts from all colleges attended. Transcripts must be sent directly to the Registrar.

3. PHYSICAL EXAMINATION.

Fill out the medical form on one side, sign it and have the other side filled out and returned to the Registrar by a licensed physician.

4. AFFIDAVIT OF RESIDENCE.

Fill out the appropriate section of the form and have it notarized.

5. PLACEMENT TESTS.

In order to be eligible for registration, all students entering Palm Beach Junior College for the first time, except transfer students, are required to take the placement tests which are given at regular scheduled times. A schedule of test dates is sent to applicants.

6. ADDITIONAL REQUIREMENTS FOR SPECIALIZED PROGRAMS:

- (a) NURSING applicants are required to submit a photostatic copy of birth certificate with official seal.
- (b) DENTAL HYGIENE applicants must (1) take ADHA Dental Hygiene Aptitude Test given in November and February; (2) have dental examination, results of which are recorded on form furnished by college; (3) be a woman student and resident of Florida; (4) have a personal interview with staff of Dental Hygiene Department; (5) complete all requirements by April 1 (except that high school seniors may, pending graduation, submit partial transcripts covering all but final semester's work).
- (c) DENTAL ASSISTING applicants must (1) have dental examination, results of which are recorded on form furnished by college; (2) be a woman student; (3) have a personal interview with staff of Dental Assisting Program.
- (d) DENTAL LABORATORY TECHNOLOGY applicants must (1) successfully complete the dexterity test administered by

the Dental Lab Technology staff; (2) have a personal interview with staff of D.L.T. Program.

7. **ACCEPTANCE.** Upon completion of all forms, your application will be considered by the Admissions Committee and you will be notified of their action. If you are eligible to be admitted, you will receive an acceptance letter from the Registrar's office, along with dates for orientation, registration and final testing.
8. Any student falsifying application records will be subject to immediate dismissal without refund.

### PROBATIONARY STATUS

A student must maintain a satisfactory scholastic standing or be placed on probation, in order to remain enrolled in Palm Beach Junior College. A student must have a cumulative point average of:

- 1.4 or better for 1 through 14 semester hours attempted,
- 1.6 or better for 15 through 27 semester hours attempted,
- 1.8 or better for 28 through 45 semester hours attempted,
- 2.0 or better for over 45 semester hours attempted or be placed on probation.

Any student on probation is limited in his load to 12 semester hours for any school term.

To remove probation, a student must earn sufficient quality points to bring his cumulative average up to the standard set for that number of semester hours. A student on probation is given one term to remove probation. If he fails to remove probation at the end of the term, he will be suspended for one term unless he earns the cumulative average of the standard set for that number of semester hours, or an average of 2.0 or better on all work attempted in the immediate term.

A regular student who passes none of his work attempted in a given term is subject to automatic suspension for one term, whether he has previously been on probation or not.

A student readmitted following suspension will be admitted on probation and be subject to all regulations pertaining to probation.

Probation will be figured at the end of each school term and session (December, April, June, August).

A committee on probation will be appointed by the President to pass on appeal cases. Suspension is automatic; students with questions should see the Registrar.

## GENERAL FEES

**PAYMENT OF FEES:** All fees are due at the time of registration. Personal checks may be accepted for the amount of fees due. It is suggested that the student bring two checks to registration: One for registration fees and one for books.

Application Fee ..... \$10.00

This "earnest" fee is required at the time of application. It is not refundable but will be credited to the student's fees at the time of registration.

### Regular District Students (See Student Classifications, Page 31)

	Per Term
Registration Fee .....	\$50.00
Student Activity Fee (Fall and Winter Terms) .....	15.00
*Student Activity Fee (Spring term, each six-week session) ....	2.50

\*Charged student taking five or more hours in each session. This \$2.50 fee will not cover cost of the college annual.

### Regular Non-District Students (See Student Classifications, Page 31)

Tuition Fee, in addition to Regular District Student Fees ..... \$25.00

### Regular Non-Florida Students (See Student Classifications, Page 31)

Tuition Fee, in addition to Regular District Student Fees .....\$100.00

## SPECIAL STUDENT FEES

REGISTRATION FEE:	Resident	Non-District	Non-Florida Students
1-3 semester hours inclusive	\$15.00	\$22.50	\$30.00
4-8 semester hours inclusive	30.00	45.00	60.00
9 semester hours inclusive	45.00	67.50	90.00
*10-11 semester hours inclusive (includes activity fee)	60.00	82.50	105.00

\*Students carrying less than 10 semester hours are entitled to a student activity card by paying the student activity fee of \$15.00. Students carrying 10 or more hours must pay an activity fee of \$15.00 each term they are enrolled. (See exception above for Spring term.)

## SPECIAL FEES

Breakage Card Fee ..... 2.50

Graduation Fee ..... 7.00

This fee is payable at the beginning of the last term prior to graduation and is not refundable.

\*Bowling ..... 15.00

\*Water Skiing ..... 25.00

\*Life Saving & Water Safety ..... 3.75

\*Golf ..... 12.00

Late Registration Fee ..... 5.00

\*Fees for these courses are collected at the Campus Bookstore

MC 121, 122, 221, 222 Applied Music—Instrumental .....	22.50
(One ½ hour private lesson a week)	
MC 123, 124, 223, 224 Applied Music—Instrumental .....	45.00
(Two ½ hour private lessons a week)	
MC 226 Brass Techniques* .....	15.00
MC 227 Woodwind Techniques* .....	15.00
MC 228 String Techniques* .....	15.00
*Class Fee includes the use of method books on a loan basis.	
MC 131, 132, 231, 232 Applied Music—Voice .....	22.50
(One ½ hour private lesson a week)	
MC 133, 134, 233, 234 Applied Music—Voice .....	45.00
(Two ½ hour private lessons a week)	
MC 141, 142 Class Voice .....	15.00
(Class lessons, 2 class hours weekly)	
MC 151, 152 Class Piano .....	15.00
(Class lessons, 2 class hours weekly)	

Fees to cover the cost of instruction and materials for short, non-credit courses will be announced with each such course.

Transcript Fee .....	1.00
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Two transcripts, whether partial or final, are furnished free of charge. Additional transcripts will not be issued until this fee is paid.

Special Term Examination Fee .....	3.00
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Special Announced Test Fee .....	2.00
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**OTHER INDIVIDUAL PROGRAM COSTS:** Students enrolled in the two-year Nursing Program must purchase approved insurance, uniforms and provide for transportation to the hospitals for clinical assignments. Dental Hygiene students must purchase insurance and special kits of instruments as well as approved uniforms. Art, Engineering Drawing and Drafting students will also have special equipment and supplies which they must purchase in addition to the normal cost of textbooks. The approximate minimum cost for the uniforms, equipment and materials for these specialized programs are as follows:

Nursing students .....	\$ 20.00
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Dental Hygiene students .....	200.00
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Engineering students .....	50.00
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A majority of the above uniforms, kits, equipment and supplies as well as textbooks may be purchased at the College Bookstore.

**REFUNDS:** Students who withdraw within the first five class days of any term, not including days set aside solely for registration, will be reimbursed eighty percent of the tuition and fees. The student withdrawing must notify Registrar.

**PURPOSE OF THE STUDENT ACTIVITY FEE.** A student activity fee, paid at the beginning of each term by each student who is taking ten or more hours, is administered by the Executive Department of the Student Government Association and is used to defray expenses

*connected with maintaining the following activities: intercollegiate athletics, intramurals, College newspaper, College annual and such special activities as may be sponsored by the College. Payment of this fee entitles the student to be admitted free to most programs and social activities of the College.*

## STUDENT CLASSIFICATIONS

**SOPHOMORE AND FRESHMAN.** A student is considered a sophomore when he has completed twenty-eight semester hours of credit, regardless of the number of terms he has been in attendance. When he has completed less than twenty-eight hours of credit, he is a freshman.

**NON-FLORIDA STUDENTS.** Unless a student (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence in the State of Florida for at least twelve months immediately preceding his registration, he will be classed as a non-Florida student and be subject to the out-of-state tuition fee of \$100 per term.

Employees of the Board of Public Instruction who wish to request a waiver of this out-of-state tuition fee may obtain the proper form from the County Superintendent's Office or from the College.

**NON-DISTRICT STUDENTS.** A student is considered a Non-District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence for at least twelve months immediately preceding his registration at Palm Beach Junior College, in the State of Florida, and in a county of Florida which is not cooperating in the Junior College Minimum Foundation Program.

Employees of the Board of Public Instruction who wish to request a waiver of this non-district tuition fee may obtain the proper form from the County Superintendent's Office or from the College.

**DISTRICT STUDENTS.** A student is considered a District Student when he (or, if a minor, his parents, parent or legal guardian) has had his place of bonafide permanent residence in the State of Florida and Palm Beach County or any other Florida county which supports a public junior college for at least twelve months immediately preceding his registration at Palm Beach Junior College.

**REGULAR AND SPECIAL.** A student is considered a regular student when he is carrying twelve or more semester hours of credit. When he is carrying less than twelve, he is classified as a special student. Although audit and repeat-D courses carry no credit, they are counted as part of the student's load in figuring probation and maximum load allowed. However, when figuring credit load for Selective Service deferment, Social Security benefits or Veterans Administration benefits, non-credit subjects cannot be counted but must be taken in addition to the required number of credit hours.

**PREREQUISITES.** A student who registers for any course for which he has not completed the prerequisite, will be required to drop the course.

**AUDITORS.** A student may be admitted to any course as an auditor with the consent of the Registrar. Students auditing a course must

be regular in attendance, but are not required to take tests and examinations. No audit student may change his registration to seek credit in any course in which he is enrolled as an auditor. No day student is permitted to change to audit after he has registered for credit in the course.

## ATTENDANCE

**CLASS ATTENDANCE:** A student must attend all classes and laboratories for which he is registered. Absence involves a scholastic loss and necessarily a lower grade. Complete regulations are in the Student Handbook.

**WITHDRAWALS:** A student who finds it necessary to withdraw from any course must secure from the Guidance Office a withdrawal form; have it properly filled out and signed. This procedure must be followed if the student expects to receive an honorable dismissal. A student who withdraws from any class within the time limit specified for official drops will be marked "Withdrawn" with no grade recorded. A student who withdraws from school or from any class after the specified time limit will be given a WP (withdrew passing) or WF (withdrew failing) by the instructor in each of the classes from which he withdraws.

Initial steps for withdrawal from college are begun through the Dean of Men or Dean of Women for day students and through the Evening Counselor for evening students. The withdrawal form must be taken by the student to certain designated departments for checking out purposes.

**ABSENCE FROM EXAMINATIONS:** Absence from an examination will count as a failure unless it is for extreme necessity and a special examination is taken later. A fee of \$3.00 will be charged for a special term examination and a fee of \$2.00 for a special announced test given during the term.

## GRADING

**GRADING SYSTEM:** The following grading system is used in Palm Beach Junior College.

A—Excellent	I—Incomplete
B—Good	W—Withdrew
C—Fair	WP—Withdrew passing
D—Poor but Passing	WF—Withdrew failing
F—Failure	AU—Audit
XF—Failure for Excessive Absence	NC—Non-credit Course

**QUALITY POINTS:** At the end of each term, quality points are assigned as follows: A, 4 quality points per credit hour; B, 3 quality



points per credit hour; C, 2 quality points per credit hour; D, 1 quality point per credit hour. The scholastic standing of a student is defined as the ratio of his total number of quality points to his total number of hours attempted.

**GRADE REPORTS:** Grade reports are sent to students twice a term. The only grades officially recorded are those issued at the end of a term or session.

**DEAN'S LIST:** The Dean's List is published at the end of each term. All regular students who have made an average of 3.0 or more (B or above) and are carrying 15 or more semester hours will have their names placed on the Dean's List.

**STUDENT LOAD:** Most students are not permitted to carry more than 18 semester hours. However, a student whose name appears on the Dean's List for the previous term and who has at least a 3.0 cumulative average, may enroll in a maximum of 21 semester hours.

### **POLICY CHANGES**

Any statement in this catalog is subject to change by the Administrative Committee of the College. Any question concerning the interpretation of any regulation in this catalog will be referred to the Registrar, and his decision will be final.

### **STUDENT PERSONNEL SERVICES**

**PLACEMENT TESTING.** All entering students (except transfer students) are required to take a battery of placement tests before registering at the college. Information as to the time and place, as well as the dates, of tests is available from high school counselors and the college Registrar's office. Students are urged to take these tests as early as possible and, upon graduation, make an appointment with the guidance counselor and department academic advisor for interpretation of these tests and information on available college programs.

**ORIENTATION.** Days are set aside for the orientation program at the beginning of each term. Entering students will have an opportunity to hear department heads discuss the various college programs and will make arrangements for a time and date for academic advisement. Student leaders will also discuss the various activities held on the college campus.

**ACADEMIC ADVISEMENT.** Arrangements for academic advising will be made for all students by department heads during orientation. At the appointed time, advice and information will be given to the student as to what courses are necessary to accomplish a certain major, as well as graduation from the College. The academic advisor will have available for discussion with the student his high school transcript, high school test record, college transcript and the college placement test

scores to assist the student and the counselor in the choice of an academic program. During the school year academic advisors will be available in their offices to assist the students in working out the necessary programs for the coming term. Students are encouraged to keep in constant touch with academic advisors at all times in order that they may be absolutely sure they are taking the right courses needed for graduation in their chosen major.

**PERSONAL COUNSELING.** Professional guidance counselors are available to all students for personal and vocational counseling. Numerous tests are available for students to take in order to better understand themselves and their capabilities. These are available to students through referral from faculty members or from direct contact with guidance personnel located in Guidance Center and Student Personnel Office.

**HOUSING.** A list of available housing may be obtained by writing to "Student Housing", Student Personnel Department. Students are advised to investigate thoroughly all housing facilities with their parents before undertaking any obligation. The College has no responsibility concerning housing except to supply available listings on existing facilities.

**FOOD SERVICE.** A cafeteria and snack bar are located in the student dining area. Food is offered at reasonable prices and lunch or snacks may be obtained on all regular school days. Service is cafeteria style, permitting individual selections. Government surplus commodities are not available for the Junior College, therefore, food prices are necessarily higher than in other county schools.

**JOB PLACEMENT.** Students are encouraged to hold part-time jobs to assist them in financing their college program as long as it does not interfere with their academic preparation. Notices of the part-time jobs available are posted on the job placement bulletin board in the Guidance Center in AD-1. Students are also encouraged to contact their department heads when specialized jobs are available.

**INSURANCE.** The College recommends that all students take out student insurance made available by the Board of Public Instruction at reasonable prices. Envelopes and information may be obtained in the Health Clinic near the Student Personnel Office.

**EVENING COUNSELOR.** A full-time, professionally trained guidance counselor located in the Guidance Center will be available each evening for students who wish to discuss their academic program.

**STUDENT HANDBOOK.** All rules, regulations and policies pertaining to student conduct and eligibility for various activities, are listed in the Student Handbook which is issued to all students during registration. Each year a student-faculty committee works on the handbook

in order to assure sound policies with which to operate to the best advantage for student welfare.

### FINANCIAL AID

**SCHOLARSHIPS.** Local high school students who need financial aid to attend Palm Beach Junior College should apply to the scholarship chairman for this assistance during their senior year in high school. Scholarship information may be obtained from the guidance department in each high school. A limited number of scholarships are awarded at Palm Beach Junior College by the Scholarship Committee. In order to qualify for one of these scholarships, a student must be a full time student carrying at least 12 semester hours of work with no grade below C.

**"DOLLARS FOR SCHOLARS" WORK SCHOLARSHIPS.** A work scholarship is financial assistance to students working in a department on campus. A student on full time work scholarship may work 150 hours a year and a student on half time work scholarship may work 75 hours a year. These students are paid at the rate of \$1.25 an hour. Qualifications for work scholarships are the same as those stated for scholarships. Apply to Scholarship Chairman in Guidance Center.

**FEDERAL WORK-STUDY PROGRAM.** Students interested in participating in this program may get application forms from the Guidance Center. This program permits students to receive \$1.25 per hour for fifteen (15) hours per week while on the college campus. Special eligibility requirements must be met by students before they are permitted to participate in this program.

### STATE SCHOLARSHIPS

**TEACHING SCHOLARSHIPS.** In order to encourage students to prepare themselves for the teaching profession, the Florida Legislature has provided a number of scholarships of \$400 each for Palm Beach County students. The holder of a general scholarship must attend an institution of higher learning in Florida approved by the State Board of Education. Palm Beach Junior College is one of the approved institutions. Holders of these scholarships promise to teach in Florida at least one year for each year the scholarship is held and register for courses leading to a degree in education. These scholarships are available to Palm Beach Junior College students and are granted on basis of competitive examinations which are held in October of each year. Further information may be secured from the State Department of Education or the County Superintendent of Public Instruction.

**NURSING SCHOLARSHIPS.** To be eligible to participate in the examination for nurses' loan scholarships the applicant must be a citizen of the United States and a bonafide resident of Florida (must have been living in Florida for at least one year prior to the date of the examination). If applicant is under 21 years of age his parents

must have lived in Florida for at least one year. The above scholarship loan is available at Palm Beach Junior College: \$300 per year for two years. Recipients of scholarships must agree in writing to practice nursing in Florida for a specific period of time following the completion of their course of study.

**VOCATIONAL REHABILITATION SCHOLARSHIPS.** The Rehabilitation Section of the State Department of Education provides limited assistance to persons who are physically handicapped. Requirements for eligibility for this assistance are as follows: The applicant must have a permanent major physical disability, must be sixteen years old or over, must have a good scholastic record and must take courses that will prepare him for some vocation at which he can earn a living. Applications for this assistance should be made prior to July 1 for the following year. Students who wish to apply should write to the Director of Vocational Rehabilitation, 205 Datura Street, West Palm Beach, Florida.

**STUDENT LOANS.** A student loan fund is available whereby students may borrow from \$10 to \$50 in an emergency situation. Loans are made only to students who are in good standing and these loans are not available for tuition or fees at registration time. Loans are made any time after registration and must be paid in full a week before final exams of the term in which the loan was made. Entering freshmen must wait until after mid-term grades to be eligible for loans. For further details, see the Chairman of the Scholarship Committee. The College participates in the United Student Aid Program whereby students may borrow up to \$1000 from their local banks.

### SCHOLARSHIPS

The following is a list of the scholarships for the 1966-67 year which were administered through the Palm Beach Junior College Scholarship program. Organizations which did not go through the Scholarship Committee or notify the Committee of awards made directly to students may not be listed below.

Alpha Delta Kappa, Iota Chapter  
American Finnish Tourist Club  
American Society of Women Accountants  
Andy Andrews  
Arnold Construction Company  
Automobile Dealers Association  
Barron, W. B., Mr. & Mrs.  
Benz Chevrolet  
Beta Sigma Phi, XI Kappa Chapter  
Broward County Dental Society Auxiliary  
Burns, Haydon Scholarship Foundation

Business and Professional Women's Club of Boca Raton  
 Business and Professional Women's Club of Marathon  
 Civitan Club of Lake Worth  
 Civitan Club of Southboro (Robert B. Watkins Memorial)  
 Coterie Club of Palm Beaches  
 Dollars for Scholars  
 Delta Kappa Gamma  
 Dunbar High School, Class of 1965  
 Duncan, Watson B., III  
 Erskine, Robert S. Award  
 Exchange Club of Lake Worth  
 Epsilon Sigma Alpha, Epsilon Iota Chapter  
 Fidelis Circle, Kings Daughters and Sons  
 Finlandia Foundation  
 First Methodist Church, Boynton Beach  
 Fort Lauderdale High School Miscellaneous Scholarships  
 Fraternal Order of Police, Sunshine Lodge #2  
 French, J. A., Carolina Home Insurance Co.  
 French Club of Palm Beach High School  
 Future Secretaries Association of Pompano Beach  
 Future Teachers Club of Palm Beach High School  
 Gatto, Robert  
 Glades Cooperative Education Fund  
 Gold Coast Senior Golf League  
 Grimes Foundation  
 Helpful Circle, Kings Daughters and Sons  
 Holliday, Mrs. Mary  
 Insurance Women of Palm Beach  
 Interact Club of Lake Worth High School  
 Jaycettes of Lake Worth  
 Junior Woman's Club of Boynton Beach  
 Junior Woman's Club of Lake Worth  
 Junior Woman's Civic League of Belle Glade  
 Jupiter High School  
 Key Club of Forest Hill High School  
 Key Club of Palm Beach High School  
 Keyette Club of Forest Hill High School  
 Kiefer, Mrs. Gertrude  
 Kiwanis Club of Clewiston  
 Kiwanis Club of Delray Beach  
 Kiwanis Club of Lake Weir, Inc.  
 Kiwanis Club of Lake Worth (Karl Easton Award)  
 Kiwanis Club of Lantana  
 Kiwanis Club of Riviera Beach  
 Kiwanis Club of Southside West Palm Beach

Kiwanis Club of West Palm Beach  
 Lake Worth High School Student Council  
 Lake Worth Playhouse  
 Lions Club of Lake Worth  
 Lions Club of North Palm Beach  
 Lions Club of Northwood  
 Lions Club of Riviera Beach  
 Lions Club of Southside West Palm Beach  
 McArthur Dairy  
 Mackey, James D., Educational Account  
 March of Dimes, Palm Beach Chapter  
 National Secretaries Association, West Palm Beach  
 National Secretaries Association, Pompano Beach  
 Nina Haven Charitable Foundation  
 Norman's  
 Opti-Mrs. Club of West Palm Beach  
 Palm Beach County Chiefs of Police (Eugene Ellis Memorial)  
 Palm Beach County Principals Assn. (Howell L. Watkins Memorial)  
 Palm Beach Claim Men's Association  
 Palm Beach County P.T.A.  
 Palm Beach County Tuberculosis and Health Association, Inc.  
 Palm Beach County C.T.A.  
 Palm Beach High School Art Club  
 Palm Beach Rotary Foundation, Inc.  
 Phi Delta Kappa, Roosevelt High School  
 Pilot Club of the Palm Beaches  
 Pompano Beach High School Junioresettes  
 Pompano Beach High School Senior Work Day  
 Quota Club of the Palm Beaches  
 Reitzel Scholarship Fund, West Palm Beach Post Office  
 Rinker Materials  
 Rinker-Y.M.C.A.  
 Riviera Beach American Legion Auxiliary, Post 268  
 Riviera Beach Recreation Department  
 Rockette Club of Roosevelt High School  
 Roosevelt High School Miscellaneous Scholarship  
 Roosevelt High School P.T.A.  
 Rotary Club of Boynton Beach  
 Rotary Club of West Palm Beach  
 Rotary Club of West Palm Beach, South  
 Seacrest High School Concert Choir  
 Sinawik Club of Lake Worth  
 Sobering, Rudy  
 Soroptimist Club of Lake Worth and Lantana  
 Soroptimist Club of Boynton Beach

Stewart Pontiac  
 Stokes, John W., Foundation  
 Stranahan High School Activities Account  
 Taylor Funeral Home of Belle Glade  
 Teen Age Center, Boca Raton  
 Temple Israel Men's Club  
 Tri Omega, Palm Beach Junior College  
 Uncle Bim's Garden & Pet Supply  
 United Daughters of the Confederacy, Margaret Mitchell Chapter  
 United Daughters of the Confederacy, Thomas Benton Ellis Chapter  
 (Floyd W. Turner Memorial)  
 Vaughn, Mrs. Helen  
 Veterans of Foreign Wars, Lake Worth  
 Veterans of Foreign Wars, Fred and Jean Lambert  
 Violettes Community Club of Belle Glade  
 Wallrich Carpets  
 Warwick, Charles H., Jr.  
 West Orange Foundation Scholarship Fund, Inc.  
 Woman's Club of Boynton Beach  
 Woman's Club of Delray Beach  
 Woman's Club of West Palm Beach  
 Wonder City Lodge No. 1, Fraternal Order of Police Associates  
 Yarborough, Mrs. Harry  
 Z Club of Lake Worth High School  
 Zeta Phi Beta Sorority, Delta Epsilon Zeta Chapter  
 Zonta Club of Lake Worth  
 Zonta Club of Palm Beaches (Anna Barber Memorial)

## ATHLETICS

A number of scholarships are available to those who are eligible to compete in varsity athletics. Athletes should contact the Chairman of the Health and Physical Education Department or the athletic coaches.

## SCHOLARSHIPS AND LOANS DESIGNATED FOR SPECIFIC PROGRAMS

### DENTAL

*L. M. Anderson Memorial Scholarships.* Two awarded by the Advisory Committee to the Department of Dental Hygiene with recommendations of the staff of the Dental Hygiene Department.

*Palm Beach County Dental Society, Dental Education Loan Fund, Inc. Miami Dental Auxiliary Scholarship Fund.* Available to residents of Dade County.

*Dental Health and Education Committee of Broward County Dental Auxiliary.* Available to residents of Broward County.

## HOTEL-RESTAURANT MANAGEMENT

The following donors have set up scholarships for full time day students in the Hotel-Restaurant Management program:

Florida Public Utilities  
Howard Johnson's, Inc.  
Palm Beach County Hotel Association  
Palm Beach County Restaurant Association  
The President Apartments  
Dr. John H. Rudd  
The Statler Foundation  
Florida Research and Development Foundation, Incorporated  
The Prophet Company  
Palm Beach Towers  
U.S. Sugar Corporation  
Donald Paton

## MUSIC

*Music Study Club of West Palm Beach.* Scholarship to aid students majoring in music are given in the name of members who have contributed outstanding service to the organization: Mrs. Mabel N. Clemens, Mrs. L. Eugene Hammond, Mrs. George H. Pattison, Mrs. Governor Witt.

## NURSING

*Bethesda Memorial Hospital Women's Auxiliary.* Several scholarships in health-related fields.

*Forty and Eight, Voiture 290.* Two scholarships designated for students in nursing program.

*Ladies Auxiliary of John F. Kennedy and Lake Worth General Hospitals.* Scholarship recipient must practice nursing in J. F. Kennedy or Lake Worth General Hospital upon graduation.

*Student Nurses Association of Palm Beach Junior College.* Loan to second-year nursing student.

*VanGuard Club.* Scholarship for student in nursing program.

## SCHOLARSHIPS AVAILABLE TO GRADUATING SOPHOMORES FOR UPPER DIVISION STUDY

*American Association of University Women.* A \$100 gift scholarship to girl graduate with at least a "B" average who plans to attend an AAUW approved college.

*Dr. B. Blicher, two awards.* A gift scholarship to sophomore graduate to pursue her education in dental hygiene. A gift award to the graduating dental hygiene student exhibiting outstanding clinical ability.

*Calvin W. Campbell Memorial Scholarship.* A \$1,000 gift scholarship awarded annually by First Federal Savings and Loan of West Palm



Beach in memory of its founder. Awarded on basis of scholastic achievement and need, this scholarship is renewable for an additional \$1,000 for the senior year if winner has successful junior year. Preference is given students planning to pursue upper division study in a Florida state-supported institution. Applications should be made to college counseling office.

*Gee and Jenson Consulting Engineers, Inc.* A \$200 scholarship to a graduating sophomore who plans to enroll in a school of engineering at the college or university of his choice. Application should be made to counseling office.

*Halsey & Griffith, Inc. Scholarship.* An \$800 gift scholarship awarded annually in honor of the company's customers to a graduating sophomore on basis of achievement and need. Preference is given to students planning to pursue upper division study in a Florida state-supported institution. Applicants should contact the college counseling office.

*Jr. Woman's Club of North Palm Beach.* \$500 gift scholarship, renewable, to a resident of area served by club and graduate of Riviera Beach, Jupiter High School.

*Lake Worth American Legion Post, No. 47.* \$500 gift scholarship, renewable, to Lake Worth High School graduate needing financial assistance.

*Medical Society of Palm Beach County.* \$800 gift scholarship to student planning to complete training for medical career.

*Palm Beach Chapter of Florida Engineering Society & Ladies Auxiliary.* \$100 gift scholarship to student accepted in a Florida school of engineering.

*Palm Beach County Scholarship Foundation.* To graduate entering upper division of a four year college.

*Personnel Association of Palm Beach County.* First term tuition and fees at a State university to a male student majoring in business administration or personnel.

*Thi Del Social Club.* \$175 gift scholarship to girl graduate entering Florida Atlantic University.

*Burt Reynolds Scholarship Fund.* An undesignated amount to sophomore graduate to pursue drama study.

*West Palm Beach Junior Chamber of Commerce.* A \$500 gift scholarship to be awarded to a male who resides in West Palm Beach and graduated from Palm Beach High School. Awarded on basis of scholastic promise, financial need and personal worth of candidate. Graduating sophomore candidates should apply to college counseling office.

## **STUDENT CONDUCT**

College students are considered to have reached the age of responsibility and discretion. Their conduct, both in and out of college, is expected to be dignified and honorable. Students must realize from the first that the responsibility for their success in college work rests largely upon themselves. Policies and regulations of the College are formulated by the Board of Public Instruction, the Faculty of the College, the Student Government, and the Inter Social Club Council. Each student, by the act of registering, obligates himself to obey all rules and regulations formulated by the College.

## **COLLEGE LIFE**

### **STUDENT BODY ORGANIZATIONS**

**STUDENT GOVERNMENT.** The management of student activities is vested in the Executive Council of the Student Government Association along with the elected Senate. Two faculty advisors are appointed each year by the President of the College.

### **HONORARY ORGANIZATIONS**

**PHI THETA KAPPA.** Delta Omicron Chapter of Phi Theta Kappa, a national arts and science honor society for junior colleges, was instituted in 1943. The object of the society is to promote scholarship, to develop character and to cultivate fellowship among students. Members are chosen from the upper scholastic ten percent of the student body and must be of good moral character and possess recognized qualities of citizenship. Members must maintain at least a "B" average. This society offers rich social and cultural experiences.

**PHI RHO PI.** Florida Alpha Chapter of Phi Rho Pi, national honorary forensic society for junior colleges, was instituted in April, 1953. The purpose of this society is to promote the interests of debate, oratory, extemporaneous speaking, radio and other speech activities in the junior colleges. Active membership is conferred only upon regular junior college students who are in good standing and who have represented the college in intercollegiate debate, oratory, extemporaneous speaking, dramatic reading or similar forensic contests or who have achieved distinction in public speaking.

**PHI RHO PI ALUMNI CHAPTER.** Florida Alpha Alpha is the first and only alumni chapter of Phi Rho Pi in the United States. The purpose of this society is to encourage the arts of speech in the community and to assist the Florida Alpha Chapter of the college in worthwhile projects. Any former student of the Florida Alpha Chapter is eligible to join Florida Alpha Alpha.

**SIGMA EPSILON MU.** This society, instituted in 1958, was organized to promote scholarship, to develop character, to cultivate fellowship and

to provide recognition for junior college students majoring in the fields of science, engineering and mathematics.

To be eligible for membership, a regular junior college student must earn and maintain a 2.5 overall average with a 3.0 average in his major subjects. The society awards a scholarship cup at graduation to the qualified sophomore with the highest point average in these fields.

### STUDENT PUBLICATIONS

**THE BEACHCOMBER.** *The Beachcomber*, the college newspaper, is published weekly. Although experience is preferred, a limited number of inexperienced students are accepted as trainees. Students receive practical, on-the-job training in the fields of reporting, advertising, editing, photography, and business management.

**THE GALLEON.** *The Galleon*, the college yearbook, is published in the late spring. Under the direction of a faculty advisor, the staff is selected from students who volunteer and are qualified to work on the yearbook.

**MEDIA.** The literary magazine is published in the spring. The contributions represent the best creative literary work by students. The staff membership is open to the student body.

### SPECIAL INTEREST GROUPS

**Amateur Radio Club.** The Sunburst Amateur Radio Club is composed of students interested in amateur radio. No license is required to join. Classes are held to prepare non-licensed members for the FCC examinations. The club owns an FCC licensed station for the use of qualified members.

**American Academy of Sciences.** The Palm Beach Junior College Chapter of the Florida Collegiate Academy of Sciences was organized in June, 1958. Its purpose is to further the acquisition and exchange of information in the fields of mathematics, physical, biological and social sciences. Membership is open to any student or faculty member who is interested. The program includes the discussion of scientific subjects and field trips.

**Art Club.** All students attending the college who are interested in art are eligible for membership in this club. The purposes are to further individual art interests through group activities and to uphold high artistic standards on campus.

**The Circle K Club.** Sponsored by the West Palm Beach Kiwanis Club, was organized in October, 1952. It is composed of young men interested in service to the college and the community.

**College Singers.** Membership in the College Singers is open to all students who like to sing. A varied program of choral music is studied and performed.

*Concert Band.* Membership in the Concert Band is open to all qualified students who enjoy the study and performance of a wide variety of standard band literature.

*Debate.* This activity is open to all students. Training sessions are held once a week at the beginning of each term for those with no previous college debating experience. The Junior College debating teams have three levels of activity: practice debating, exhibition debating groups and intercollegiate debating with other colleges. Within the past few years Palm Beach Junior College teams have won honors in several state contests. It is important for anyone interested in joining the Debate Club to see the Head of Communications Department about scheduling.

*Dramatics.* The Palm Beach Junior College players present several dramatic productions a year in the air-conditioned auditorium. The aim is to present educational theater in its highest form. Through these plays all students who are interested in dramatics may participate in any of the various media of theatrical art.

*Mature Students Club.* Older students returning to school after a period of years will find a congenial atmosphere in the Mature Students Club. This group meets biweekly for discussion of the profit, the pleasures, and the problems involved in college life for the older person. All mature students are welcome.

*Foreign Language Club.* The Foreign Language Club is composed of students enrolled in foreign language courses and is organized to afford the students personal expression with respect to languages and culture of French and Spanish-American nations.

*Political Union.* The Palm Beach Junior College Political Union is open to all students interested in government and politics. Meetings are held monthly with various men in public office as guest speakers. The Political Union is an affiliate of the Florida Citizenship Clearing House, and through this affiliation, each spring a selected student spends a week in Tallahassee as an observer of Florida government in action. Also, during the school year, members of the Political Union attend conferences sponsored by the Florida Citizenship Clearing House, both regional and statewide.

*Religious Groups.* The College endeavors to foster on the campus a religious atmosphere which functions in the everyday affairs of college life. Various religious organizations are formed from time to time by groups from the student body.

*Student National Education Association.* The membership is composed of students interested in the teaching profession. The John I. Leonard Chapter of S.N.E.A. seeks to provide its members with opportunities for developing personal growth and professional competen-

cies and to provide experiences which will interest capable students in teaching as a career. This organization is affiliated with the National Education Association.

*Veterans Association.* Membership is made up of all veterans from the different branches of service. The aim of the club is to assist the veteran in adjusting to college life and to offer a social program equal to his maturity.

The club also works with the different reserve units to inform the non-veteran student as to his military obligation.

*Student Nurses Association.* The membership is composed of students enrolled in the Nursing curriculum. The group meets monthly and is organized for the purpose of further development of a sense of personal, professional and social responsibility.

#### SOCIAL CLUBS

Palm Beach Junior College has the following social organizations: Philo, Thi Del and Tri Omega for women and Phi Da Di, Alpha Fidelphia, Chi Sig and Tri Kappa Lambda clubs for men.

#### INTERCOLLEGIATE ATHLETICS

Palm Beach Junior College is a member of the Florida Junior College Conference and the National Junior College Athletic Association. Operating policies are established by the Faculty Athletic Committee. The program provides for the development of bodily strength, skill and agility and also provides an opportunity for experiences in self discipline and co-operation. Competition is offered in baseball, basketball, golf and tennis for men and women. Additional sports will be added when needs are indicated.

#### INTRAMURAL AND RECREATIONAL ACTIVITIES

Intramural and recreational activities are available to all students at Palm Beach Junior College. These activities are sponsored by the Department of Health and Physical Education with the assistance of the Student Intramural and Recreational Board.

The activities represent a broad selection of sports ranging from those of a highly competitive nature to those of a non-competitive type and include individual, dual, team and aquatic sports. Opportunities are available for students to participate in all phases of this program, whether it be planning and organizing activities, playing the activity or officiating a particular sports contest.

#### ASSEMBLIES

A full series of lectures, musical and dramatic productions, and other professional assembly programs are provided by the College and the Student Government Association.

## **GRADUATION REQUIREMENTS, CURRICULA, COURSES**

General requirements for graduation from Palm Beach Junior College must be met by all students, without regard to the degree to be granted. Final responsibility for meeting the requirements for graduation for either the Associate in Arts degree or the Associate in Science degree rests with the student.

- (1) Students must have 64 semester hours for graduation. Not more than 4 semester hours of music organization and 4 semester hours of P. E. activity credit will be allowed.
- (2) The last fifteen semester hours of credit must be earned in residence, and the student must be in attendance during the term in which the degree is earned.
- (3) A cumulative grade point average of not less than 2.0 or "C" must be achieved in all work attempted by all students.
- (4) All regular students will be required to complete four semester hours in a physical education activity and it is recommended that students enroll in a physical education activity each term until requirement is met. Exceptions to this requirement are: adults who have reached their twenty-fifth birthday, veterans with two years of service other than reserve, adults who are enrolled only in the Evening Division program, and those students enrolled in the one-year non-graduate stenographic curriculum. Other students may be excused from the physical education program or a part thereof by a medical certificate.
- (5) Students must make formal application for graduation on the form furnished by the Registrar and filled out by the counselor.
- (6) Participation in graduation exercises is expected of all graduates who are eligible for graduation at end of Winter Term. The application must be presented and the graduation fee paid at the time the student registers for his final term.
- (7) Additional requirements for the Associate in Arts Degree: Students must complete General Education requirements.
- (8) Additional requirements for the Associate in Science Degree: Students are expected to complete courses specified in the Specialized, Business, Technical or Professional programs for which they are registered. This degree will be awarded to all graduating students who do not complete the General Education requirements.

## **GENERAL EDUCATION REQUIREMENTS**

Palm Beach Junior College, as a community educational institution, offers a General Education Program designed to promote the development and growth of the individual student. All state universities will

accept the successful completion of the Palm Beach Junior College General Education requirements when so certified.

- I. The student will graduate from Palm Beach Junior College with an Associate in Arts Degree. (To eliminate any confusion regarding these requirements—Technical, Special and Professional curricula graduates will be granted an Associate in Science Degree, with some differences in General Education requirements.)
- II. The General Education Program shall consist of a minimum of 36 semester hours. Each course counted in the program must carry a grade of "C" or better.
- III. The following subject areas shall be included in the Palm Beach Junior College General Education Program, as specified below:

Area I	COMMUNICATIONS .....	6 Hours
	EH Freshman Communications .....	6
Area II	MATHEMATICS .....	3 Hours
	MS 106 Mathematics for General Education or higher .....	3
Area III	NATURAL SCIENCES .....	7 Hours

**TWO OF THE FOLLOWING:**

BY 101	General Biology .....	4
BY 102	General Biology .....	4
*CY 101	General College Chemistry .....	4
CY 102	General College Chemistry And Qualitative Analysis .....	4
PH 201	General Physics .....	4
PH 202	General Physics .....	4
PH 205	General Physics with Calculus I .....	4
PH 206	General Physics with Calculus II .....	4
PS 101	Survey of Physical Science .....	3
PS 102	Survey of Physical Science .....	4

Area IV	HUMANITIES .....	5 Hours
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**ONE OF THE FOLLOWING:**

EH 201	English Literature to 1800 .....	3
EH 202	English Literature after 1800 .....	3
EH 203	World Literature to 1600 .....	3
EH 204	World Literature after 1600 .....	3
EH 205	American Literature to 1865 .....	3
EH 206	American Literature after 1865 .....	3

**AND**

**ONE OF THE FOLLOWING:**

AT 110	History and Appreciation of Art .....	2
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\*CY 100 Introduction to Chemistry may be substituted for CY 101. (Only one of these may be applied to the General Education program.)

AT 111 History and Appreciation of Art .....	2	
MC 110 Music Appreciation .....	2	
Area V SOCIAL SCIENCES .....		6 Hours
SS 101 Social Institutions .....	3	
AND		
SS 101 Political Institutions .....	3	
OR		
PL 201 American National Government .....	3	
OR		
HY 201 United States History to 1865 .....	3	
Area VI HEALTH .....		2 Hours
HH 101 Personal & Community Hygiene .....	2	
(Note: This requirement may be waived by satisfactorily passing a standard written Health examination. If waived these 2 hours must be earned in approved courses from one of these other 5 areas.)		
*ELECTIVES .....		7 Hours

	<b>TOTAL</b>	<b>36 Hours</b>
Area I: COMMUNICATIONS		
FH 101 Elementary French .....	3	
FH 102 Elementary French .....	3	
FH 213 Conversational French .....	2	
FH 214 Conversational French .....	2	
GN 101 Elementary German .....	3	
GN 102 Elementary German .....	3	
LC 101 The Art of Thinking .....	3	
SH 101 Elementary Spanish .....	3	
SH 102 Elementary Spanish .....	3	
SH 213 Conversational Spanish .....	2	
IN 101 Elementary Italian .....	3	
IN 102 Elementary Italian .....	3	
SH 214 Conversational Spanish .....	2	
SP 101 Fundamentals of Speech .....	3	
SP 102 Public Speaking .....	3	
SP 203 Oral Interpretation .....	3	
Area II: MATHEMATICS		
MS 111 College Algebra or higher .....	3	
BA 110 Applied Mathematics of Finance .....	3	
Area III: NATURAL SCIENCES		
BY 101 General Biology .....	4	
BY 102 General Biology .....	4	

\*To be selected from at least two of the above areas.



BY 156 Microbiology .....	3
BY 203 Genetics .....	3
BY 205 Experiments in Genetics .....	1
BY 211 Botany .....	4
BY 221 Horticulture .....	3
CY 101 General Chemistry .....	4
CY 102 General Chemistry .....	4
PH 201 General Physics .....	4
PH 202 General Physics .....	4
PH 205 General Physics with Calculus I .....	4
PH 206 General Physics with Calculus II .....	4
PS 101 Survey of Physical Science .....	3
PS 102 Survey of Physical Science .....	4
 Area IV: HUMANITIES	
AT 110 History and Appreciation of Art .....	2
AT 111 History and Appreciation of Art .....	2
AT 210 Interior Design .....	2
EH 201 English Literature to 1800 .....	3
EH 202 English Literature after 1800 .....	3
EH 203 World Literature to 1600 .....	3
EH 204 World Literature after 1600 .....	3
EH 205 American Literature to 1865 .....	3
EH 206 American Literature after 1865 .....	3
FH 201 Intermediate French .....	3
FH 202 Intermediate French .....	3
FH 270 French Literature .....	3
FH 271 French Literature .....	3
GN 201 Intermediate German .....	3
GN 202 Intermediate German .....	3
MC 110 Music Appreciation .....	2
PI 101 Introduction to Philosophy .....	3
PI 102 Major Moral Theories .....	3
SH 201 Intermediate Spanish .....	3
SH 202 Intermediate Spanish .....	3
SP 103 Introduction to the Theater .....	3
SP 104 Techniques of Dramatic Art .....	3
 Area V: SOCIAL SCIENCES	
BA 204 Economics .....	3
GY 101 Elements of Geography .....	3
HY 101 Ancient and Medieval Civilizations .....	3
HY 102 Modern Civilization .....	3
HY 201 United States History to 1865 .....	3
PL 201 American National Government .....	3
PY 201 General Psychology .....	3
SS 102 Political Institutions .....	3

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

The Air Conditioning and Refrigeration Technology Program at Palm Beach Junior College begins with the most basic and fundamental concepts of work and progresses into the more technically advanced area. Some General Education courses are included in the curriculum. Upon completion of the course of study, the graduate will be qualified to enter any of the many possible vocations found in the rapidly growing fields of air conditioning and refrigeration today.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
AC 104 .....	Essentials of Electricity .....	4		
AC 111 .....	Principles of Refrigeration .....	4		
AC 112 .....	Principles of Air Cond. Systems ..		3	
AC 125 .....	Refrig. Cycles and Systems .....		3	
ML 122 .....	Machine Shop & Welding Practice			3
ML 221 .....	Properties of Materials .....		3	
EG 101 .....	Engineering Graphics I .....	3		
EH 101-102 .....	Freshman Communications .....	3	3	
HH 101 .....	Personal and Community Hygiene		2	
PE .....	Physical Education .....		1	1
MS 103-104 .....	Tech Math I; II .....	3	3	
SS 101 .....	Social Institutions .....			3
		<hr/>	<hr/>	<hr/>
		17	18	7

## SOPHOMORE YEAR

AC 211 .....	Air Conditioning Systems .....	3		
AC 212 .....	Commercial Refrigeration Systems	4		
AC 222 .....	Air Distribution and Layout .....	4		
AC 214 .....	Control Systems for Refrigeration and Air Conditioning .....	4		
AC 234 .....	Heating and Ventilation .....		3	
AC 224 .....	Planning of Refrigeration and Air Conditioning Systems .....		4	
AC 244 .....	Refrigeration Equip. for Air Con- ditioning Systems .....		3	
PE .....	Physical Education .....	1	1	
SS 102 .....	Study of U.S. Constitution .....		3	
		<hr/>	<hr/>	
		16	14	

## AC 104 ESSENTIALS OF ELECTRICITY

This course covers basic circuit theory, electrical and electronic controls systems, electric motor circuits, servo-mechanisms which apply to the air conditioning industry; along with instruction in the use, care, and maintenance of electrical test equipment. It is designed for the student in air conditioning technology. 3-3-4\*

## AC 111 PRINCIPLES OF REFRIGERATION

A study of fundamental principles and their application to refrigeration and the component parts of basic commercial systems. 3-3-4\*

## AC 112 PRINCIPLES OF AIR CONDITIONING

Psychrometrics of air; calculations of heat loads and conditioned air supply. 3-0-3\*

## AC 125 REFRIGERATION CYCLES AND EQUIPMENT

(Prerequisite: AC 111, Principles of Refrigeration) Theory of operation of domestic and commercial refrigeration equipment. 2-3-3\*

## AC 211 AIR CONDITIONING SYSTEMS

(Prerequisite: AC 112, Principles of Air Conditioning) A study of the various types of air conditioning systems and their applications. 3-0-3\*

## AC 212 COMMERCIAL REFRIGERATION SYSTEMS

(Prerequisite: AC 125, Refrigeration Cycles and Equipment) Commercial refrigeration systems and their related technical fields. 2-6-4\*

## AC 214 CONTROL SYSTEMS FOR REFRIGERATION AND AIR CONDITIONING

(Prerequisite: AC 212, Commercial Refrigeration Systems) Design, selection, application, and trouble-shooting of refrigeration and air conditioning control systems. 2-6-4\*

## AC 222 AIR DISTRIBUTION AND LAYOUT

Fundamentals of air distribution, selection of components and accessories, design, planning, and layout of complete distribution systems, instrumentation, and system balancing. 2-6-4\*

## AC 224 PLANNING OF REFRIGERATION AND AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212, Commercial Refrigeration Systems) Practice in planning and estimating various types of refrigeration and air conditioning systems. 2-6-4\*

#### AC 234 HEATING AND VENTILATING

A study of various types of heating and ventilating equipment and their application to comfort heating; the operation, service, and tests of actual equipment. 2-3-3\*

#### AC 244 REFRIGERATION EQUIPMENT FOR AIR CONDITIONING SYSTEMS

(Prerequisite: AC 212, Commercial Refrigeration Systems) Installation, operation, balancing, and trouble-shooting refrigeration problems in air conditioning. 1-6-3\*

\*Lecture-Lab-Credit **Hours**

## ART

### (University Parallel)

These curricula in Art provide university parallel courses to meet the needs of students who are interested in preparation for advertising, editorial and television design and illustration, art education, art history, crafts, decorative and constructive design, fashion design, industrial and interior design, painting, photography, and other related areas.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PE .....	Physical Education .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
BY 101-102 .....	General Biology .....	8	
or			
PS 101-BY 101 ..	Phy. Science; Gen. Biology .....	(6-8)	
EH 101-102 .....	Freshman Communications .....	6	
AT 101 .....	Design I .....	3	
AT 102 or 109**	Advertising Design; Design II .....	3	
AT 103-104 .....	Drawing I; Drawing II .....	6	
		32-34	

### SOPHOMORE YEAR

#### Advertising Majors

PE .....	Physical Education .....	2
MS 106 .....	Math for General Education .....	3
HH 101 .....	Personal and Community Hygiene .....	2
EH .....	Literature .....	3
AT 110-111 .....	History and Appreciation of Art .....	4
AT 201-202 .....	Techniques of Advertising & Industry ....	6
AT 108 .....	Photography .....	2
AT 204 .....	Drawing III .....	3
Electives .....		9
		34

\*PL 201 or HY 201 may be elected.

\*\*Advertising Majors should take AT 102.

Architecture students should plan an individual program in the Art Department.

## SOPHOMORE YEAR

### Design Majors

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
PE .....	Physical Education .....	2	
MS 106 .....	Math for General Education .....	3	
HH 101 .....	Personal and Community Hygiene .....	2	
EH .....	Literature .....	3	
AT 110-111 .....	History and Appreciation of Art .....	4	
AT 105 .....	Ceramics I .....	2	
AT 106 .....	Ceramics II .....	2	
AT 108 .....	Basic Photography .....	2	
AT 203 .....	Painting I .....	2	
AT 204 .....	Drawing III .....	3	
AT 210 .....	Interior Design .....	2	
Electives .....	.....	5	
		32	

## SOPHOMORE YEAR

### Painting Majors

PE .....	Physical Education .....	2	
MS 106 .....	Math for General Education .....	3	
HH 101 .....	Personal and Community Hygiene .....	2	
EH .....	Literature .....	3	
AT 110-111 .....	History and Appreciation of Art .....	4	
AT 203 .....	Painting I .....	2	
AT 204 .....	Drawing III .....	3	
AT 205 .....	Painting II .....	2	
AT 108 .....	Photography .....	2	
Electives .....	.....	9	
		32	

# ART FOR ADVERTISING AND INDUSTRY

(Specialized, Business, Technical, Professional Program)

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 101-102 .....	Design I; Advertising Design .....	6	
AT 103-104 .....	Drawing I; Drawing II .....	6	
EH 101-102 .....	Freshman Communications .....	6	
PE .....	Physical Education .....	2	
HH 101 .....	Personal & Community Hygiene .....	2	
AT 108 .....	Photography .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
**Electives .....	.....	2	
		<hr/>	32

## SOPHOMORE YEAR

AT 201-202 .....	Techniques of Advertising & Industry ....	6	
AT 110-111 .....	History & Appreciation of Art .....	4	
PE .....	Physical Education .....	2	
AT 203 .....	Painting I .....	2	
AT 204 .....	Drawing III .....	3	
PY 201 .....	General Psychology .....	3	
***Electives .....	.....	12	
		<hr/>	32

Art: AT 105 Ceramics I

AT 106 Ceramics II

AT 107 Enameling

AT 205 Painting II

AT 210 Interior Design

Business: BA 101 Accounting Principles

BA 110 Applied Mathematics of Finance

Drafting: DG 206 Architectural Drafting I

DG 207 Architectural Drafting II

Drama: SP 105 Fundamentals of Stagecraft

Engineering Graphics: EG 101 Engineering Graphics I

Home Economics: HE 106 Elements of Clothing Construction

HE 201 Clothing Construction

HE 203 Costume Selecting

Journalism: JM 101 Writing for Mass Communications

JM 102 Survey of Communications

\*PL 201 or HY 201 may be elected.

\*\*Suggested elective: BE 105. Typewriting, if student has not had 1 year in high school.

\*\*\*Electives in major areas of individual programs.

## ART

### AT 101 DESIGN I

The visual elements explored in two and three dimensional relationships. Individual problems may be related to the student's field of interest. 1-4-3\*

### AT 102 ADVERTISING DESIGN

(Prerequisite: AT 101) Lettering and layout form the basis for study of visual relationships. Knowledge of tools and procedures are stressed. Practice is accompanied by critical study of current standards and style. 1-4-3\*

### AT 103 DRAWING I

This basic course includes the study of gesture, contour, mass, and structure in the human figure. Emphasis is placed on accuracy of observation and coordination of hand and eye in the execution of drawings. 1-4-3\*

### AT 104 DRAWING II

This course introduces linear and aerial perspective. Composition is stressed. Drawing with simple instruments is introduced. A variety of media is used. 1-4-3\*

### AT 105 CERAMICS I

This course introduces the basic methods of ceramic production in hand building, wheel throwing and glaze application. A unit in enameling introduces the principles of applying vitreous enamels to metals. 0-4-2\*

### AT 106 CERAMICS II

(Prerequisite: AT 105) A continuation of the ceramics unit introduced in AT 105. Basic experimentation is introduced in the making of clay bodies and glazes. Kiln stacking and firing are required. 0-4-2\*

### AT 107 ENAMELING

This course continues the enameling unit introduced in AT 105. Study includes analysis of historic examples and modern practices. Knowledge and skill are developed in the forming of metal and in the standard enameling techniques. Emphasis is upon quality as individual expressive art in the production of trays, bowls, jewelry and wall plaques. 0-4-2\*

### AT 108 BASIC PHOTOGRAPHY

This basic course includes the study of light, lenses, types of cameras, photographic materials and darkroom procedures. Students apply theory and technique to the making of photographic prints which have artistic merit. 0-4-2\*

### AT 109 DESIGN II

(Prerequisite: AT 101) Further exploration of the visual ele-

\*Lecture-Lab-Credit Hours



ments with emphasis on the third dimension. Appropriate materials will be used. Individual problems will be related to the student's field of interest. 1-4-3\*

#### AT 110 HISTORY AND APPRECIATION OF ART

The periods studied are Baroque to Modern, including architecture, advertising, crafts, industrial design, photography and sculpture, and the Islamic, Asian, Oriental, and Indian art from prehistoric time to the present. 2-0-2\*

#### AT 111 HISTORY AND APPRECIATION OF ART

The periods studied include European arts from pre-historic times to the Baroque, and the Americas, including architecture, painting, sculpture, and the minor arts. 2-0-2\*

#### AT 112 ARTS AND CRAFTS

A survey of the fields of arts and crafts as it pertains to recreational activities. This course is concerned with the application of inexpensive materials and articles—with emphasis on how to develop ingenuity, creativity, and taste of the student. 1-4-3\*

#### AT 201 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 102 Advertising Design) Commercial art material for reproduction is a major concern. Production procedures are carried out from roughs to finished art. Field trips will be taken to different working areas of the advertising art industry where the techniques and procedures of graphic reproduction will be studied. 1-4-3\*

#### AT 202 TECHNIQUES OF ADVERTISING AND INDUSTRY

(Prerequisite: AT 201) Visualization and presentation of layout and design is carried out in presentation art. Emphasis will be on design of a company's advertising program. Speed and proficiency are goals and the student's production becomes the basis for his portfolio. 1-4-3\*

#### AT 203 PAINTING I

(Prerequisite: 100 level lab course in Art) This course explores the fundamental techniques of painting in water color and oil. A sensitive understanding of expression through composition is sought. Sound technical procedures are emphasized. 0-4-2\*

#### AT 204 DRAWING III

(Prerequisite: AT 103 and AT 104) Continued study of the figure, perspective, and composition form the basis for creative procedures in a variety of graphic media. Research in current professional work and portfolio renderings aid the student to qualify for employment or advanced study. 1-4-3\*

\*Lecture-Lab-Credit Hours

## **AT 205 PAINTING II**

(Prerequisite: AT 203) This is a continuation of AT 203. The major concern is the exploration of composition as a solution of individual problems of expression through the study of styles in the past and present. Oil and water color are the major media. 0-4-2\*

## **AT 210 INTERIOR DESIGN**

The aim is to provide the skills, judgment, and imagination needed to create beautiful, functional, and individual homes and offices. Design, function, materials and furnishings are studied. This course is for the general student to develop personal competence, and to serve the art major as an introduction to professional decorating. 1-2-2\*

\*Lecture-Lab-Credit Hours

## BIOLOGY

### BY 101 GENERAL BIOLOGY

The first term of General Biology includes the study of the characteristics, behavior, and composition of living things, the development of the plant kingdom, and introductory work in genetics. 3-2-4\*

### BY 102 GENERAL BIOLOGY

(Prerequisite: BY 101 General Biology) The second term of General Biology considers the development of the animal kingdom culminating with man. 3-2-4\*

### BY 151 ANATOMY AND PHYSIOLOGY

An introductory course in the structure and functions of the human body. The organization of the body, characteristics of living matter, and cell activities are studied as well as the skeletal, muscular, and nervous systems. 2-2-3\*

### BY 152 ANATOMY AND PHYSIOLOGY

(Prerequisite: BY 151 Anatomy and Physiology) This course is a continuation of BY 151. The circulatory, respiratory, digestive, excretory, and reproductive systems of the body are studied. The anatomy and physiology of the special senses and endocrine systems are included. 2-2-3\*

### BY 156 MICROBIOLOGY

A study of the characteristics and importance of microorganisms with emphasis on identification, control, relationship to health and disease and economic importance. 2-2-3\*

### BY 201 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: A grade of "C" or better in BY 102 General Biology) The laboratory includes examination of the protochordates and dissection of the lamprey and dogfish shark. The lectures discuss the origins, classification, and certain organ systems of the chordates. 2-4-3\*

### BY 202 COMPARATIVE VERTEBRATE ANATOMY

(Prerequisite: BY 201 Comparative Vertebrate Anatomy) This is a continuation of BY 201. The work in the laboratory includes Necturus and the cat. The lectures deal with the higher vertebrates and the systems not treated in BY 201. In addition, some early embryology is included. 2-4-3\*

### BY 203 GENETICS

(Prerequisite: BY 101, General Biology) This is a study of the effects of heredity units in interplay with the environment on the development and function of organisms, with emphasis on human inheritance and modern biochemical genetics. This course is of importance to prospective teachers, social workers, medical students, and majors in biology. 3-0-3\*

\*Lecture-Lab-Credit Hours

**BY 205 EXPERIMENTS IN GENETICS**

(Co-requisite or Prerequisite: BY 203 and permission of instructor)  
The work consists of experimental determination of various genetic ratios mainly by the culture and breeding of fruit flies. 0-2-1\*

**BY 211 BOTANY**

(Prerequisite: BY 101 General Biology) The origin, form, structure, growth, reproduction, and physiology of plants and their various organs are included in this course. 3-3-4\*

**BY 215 INTRODUCTION TO MARINE BIOLOGY**

(Prerequisite: BY 102) This is an introductory course in marine biology and its related fields. Lectures will cover such topics as common marine organisms and their ecology, fishery methods, and elementary oceanography. This course is designed to introduce the future marine biologist to organism identification, laboratory research, and field collecting methods. Regular field trips will be required. 3-2-4\*

**BY 221 HORTICULTURE**

This is a basic course to train the student in the fundamentals of horticulture. The relationship of plant growth to nutrition and environment is emphasized. A study is made of the propagation, training, and pruning of plants. 3-0-3\*

**BY 251 MEDICAL LABORATORY PROCEDURES**

(Prerequisite: CY 100 and CY 105 or higher. Previous experience will fulfill this prerequisite.) This course includes routine testing of urine, blood counting, blood and urine chemistries and techniques, blood typing, cross-matching, and other procedures that may be required by the physician. 1-4-3\*

**BY 254 INTERNSHIP**

During the fourth term in the sophomore year, actual work experience in offices of local doctors is arranged for those students who have shown sufficient aptitude in the Medical Assistant's program. 0-5-3\*

**BY 255 MEDICAL TERMINOLOGY**

(Prerequisite: BY 151 Anatomy and Physiology or consent of the instructor) The objective of this course is to familiarize the students with the prefixes, suffixes, and principles for making compound medical words, as well as the spelling and definition of words most commonly used in medical practice. 3-0-3\*

**BY 256 ADVANCED MEDICAL TERMINOLOGY**

(Prerequisite: BY 255 Medical Terminology) This course is designed to acquaint the student with medical terminology used in various specialized areas of medicine such as surgery, general medicine, orthopedics, urology or ophthalmology. 2-0-2\*

\*Lecture-Lab-Credit Hours

BUSINESS  
ACCOUNTING  
(University Parallel)  
FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
BA 100 .....	Introduction to Business .....		3	
BA 101-102 .....	Principles of Accounting .....		6	
BE 105** .....	Typewriting .....		2	
DP 101 .....	Unit Record Equipment .....		3	
EH 101-102 .....	Freshman Communications .....		6	
MS 111 .....	College Algebra .....		3	
PE .....	Physical Education .....		2	
SS 101-102* .....	Social Inst.; Political Inst. ....		6	
				31

SOPHOMORE YEAR

AT 110 or 111 ..	History and Appreciation of Art.....	2
or		
MC 110 .....	Music Appreciation ... ..	(2)
BA 204-205 .....	Principles of Economics .....	6
DP 102 .....	Basic Computer Theory .....	3
DP 103 .....	The Accounting Machine .....	3
DP 203 .....	Data Processing Applications .....	3
EH .....	Literature .....	3
HH 101 .....	Personal and Community Hygiene .....	2
MS 208 .....	Elementary Statistics .....	3
PE .....	Physical Education .....	2
	Natural Science .....	7-8
		<hr/>
		34-35

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

# BUSINESS ADMINISTRATION

(University Parallel)

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 100 .....	Introduction to Business .....	3
BE 100 .....	Office Machines .....	2
DP 102 .....	Basic Computer Theory .....	3
EH 101-102 .....	Freshman Communications .....	6
HH 101 .....	Personal & Community Hygiene .....	2
MS 111 .....	College Algebra .....	3
PE .....	Physical Education .....	2
	Natural Sciences .....	7-8
SS 101-102* .....	Social Inst.; Political Inst. ....	6
		34-35

## SOPHOMORE YEAR

AT 110 or 111 ..	History and Appreciation of Art.....	2
or		
MC 110 .....	Music Appreciation .....	(2)
BA 101-102 .....	Principles of Accounting .....	6
BA 204-205 .....	Principles of Economics .....	6
BE 105** .....	Typewriting .....	2
BE 200 .....	Business Communications .....	3
EH .....	Literature .....	3
MS 208 .....	Elementary Statistics .....	3
PE .....	Physical Education .....	2
Electives† .....		5
		32

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Every student is expected to have a useable skill in typewriting.

If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

†BA 110, BA 207-208, BA 212, BA 214, SP 101, LC 101, or PY 101.

Students transferring to Florida Atlantic University are expected to complete BA 207.

## GENERAL BUSINESS

(Specialized, Business, Technical, Professional Program)

This is a two-year terminal course for the student who wants two years of intensified college work in business with a minimum of general education. The Associate in Science degree is awarded upon the successful completion of the course.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 100 .....	Introduction to Business .....	3	
BA 101-102 .....	Principles of Accounting .....	6	
BA 110 .....	Applied Mathematics of Finance .....	3	
BE 100 .....	Office Machines .....	2	
BE 105† .....	Typewriting .....	2	
EH 101-102 .....	Freshman Communications .....	6	
HH 101 .....	Personal & Community Hygiene .....	2	
PE .....	Physical Education .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
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			32

### SOPHOMORE YEAR

BA 204-205 .....	Principles of Economics .....	6	
BA 207-208 .....	Business Law .....	6	
BA 212 .....	Principles of Marketing .....	3	
BA 214 .....	Principles of Salesmanship .....	3	
BE 200 .....	Business Communications .....	3	
PE .....	Physical Education .....	2	
Electives** .....		9	
			—
			32

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Suggested elective courses: PY 201, SP 101, LC 101, BE 106, AT 110, MC 110.

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

# BUSINESS ADMINISTRATION

## EDUCATIONAL SECRETARY

(Specialized, Business, Technical, Professional)

This curriculum meets the academic requirements of the professional standards program of the National Association of Educational Secretaries. All eight test areas are thoroughly covered. The Associate in Science degree is awarded upon successful completion of the course.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 100 .....	Introduction to Business .....	3	
BA 101 .....	Accounting Principals .....	3	
BA 110 .....	Mathematics of Finance .....	3	
BE 100 .....	Office Machines .....	2	
BE 103-104* .....	Shorthand .....	6	
or			
BE 206-207 .....	Machine Shorthand .....	(6)	
BE 105-106* .....	Typewriting .....	4	
EH 101-102 .....	Freshman Communications .....	6	
SS 101 .....	Social Institutions .....	3	
PE .....	Physical Education .....	2	
PY 201 .....	General Psychology .....	3	
			<hr/>
			35

### SOPHOMORE YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 204 .....	Principles of Economics .....	3	
BA 207 .....	Business Law .....	3	
BA 209 .....	Florida School Laws and Regulations ..	3	
BA 213 .....	Principles of Supervision for Office Personnel .....	3	
BA 271 .....	Human Relations in Business .....	3	
BE 101 .....	Office Practice .....	3	
BE 200 .....	Business Communications .....	3	
BE 201 .....	Advanced Dictation & Transcription ....	3	
BE 205* .....	Advanced Typewriting .....	2	
HH 101 .....	Personal & Community Hygiene .....	2	
PE .....	Physical Education .....	2	
PL 201 .....	American National Government .....	3	
			<hr/>
			33

\*All typing courses and BE 103 and 104 may be waived if an appropriate score is made on the achievement test. Electives may be substituted. Suggested electives are: BA 102, 208, 205; DP 101, 102; SP 101.



## EXECUTIVE SECRETARIAL

(Specialized, Business, Technical, Professional Program)

This is an executive secretarial course, training the student to do top-level secretarial work with a minimum stenographic skill of 120 words a minute in shorthand, 65 words a minute in typewriting, and 40 words a minute in transcribing.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 100 .....	Introduction to Business .....	3
BA 101-102 .....	Principles of Accounting .....	6
BE 103-104* .....	Shorthand .....	6
or		
BE 206-207 .....	Machine Shorthand .....	(6)
BE 105-106* .....	Typewriting .....	4
EH 101-102 .....	Freshman Communications .....	6
PE .....	Physical Education .....	2
SS 101-102** .....	Social Inst.; Political Inst. ....	6
		33

### SOPHOMORE YEAR

BA 110 .....	Applied Mathematics of Finance .....	3
BA 204 .....	Principles of Economics .....	3
BA 207-208 .....	Business Law .....	6
BE 100 .....	Office Machines .....	2
BE 101 .....	Office Practice .....	3
BE 200 .....	Business Communications .....	3
BE 201 .....	Advanced Dictation & Transcription ...	3
BE 205 .....	Advanced Typewriting .....	2
HH 101 .....	Personal & Community Hygiene .....	2
PE .....	Physical Education .....	2
PY 201 .....	General Psychology .....	3
		32

\*The beginning courses in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives.

Suggested elective courses: BE 203, HE 203, and SP 101.

\*\*PL 201 or HY 201 may be substituted for SS 102.

## CLERICAL PRACTICE

(Specialized, Business, Technical, Professional Program)

The purpose of this curriculum is to prepare the student for employment as clerk-typist. The curriculum leads to the Associate in Science degree.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 100 .....	Introduction to Business .....	3	
BE 105-106* .....	Typewriting .....	4	
EH 101-102 .....	Freshman Communications .....	6	
PE .....	Physical Education .....	2	
SS 101-102** .....	Social Inst.; Political Inst. ....	6	
Electives .....		11	
		32	

### SOPHOMORE YEAR

BA 101 .....	Principles of Accounting .....	3	
BA 110 .....	Mathematics of Finance .....	3	
BE 100 .....	Office Machines .....	2	
BE 101 .....	Office Practice .....	3	
BE 205 .....	Typewriting .....	2	
BE 200 .....	Business Communications .....	3	
HH 101 .....	Personal & Community Hygiene .....	2	
PE .....	Physical Education .....	2	
Electives .....		12	
		32	

\*If the student has had typewriting in high school, or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

\*\*PL 201 or HY 201 may be substituted for SS 102.

# ONE-YEAR STENOGRAPHIC

## (Junior Stenographer)

This curriculum is a one-year terminal course. It is intended to train the student to do stenographic or clerical work at the junior level, with a minimum of 40 words a minute in typewriting, 80 words a minute in shorthand, and 25 words a minute in transcription.

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BA 100 .....	Introduction to Business .....	3
BA 101 .....	Principles of Accounting .....	3
BA 110 .....	Applied Mathematics of Finance .....	3
BE 100 .....	Office Machines .....	2
BE 101 .....	Office Practice .....	3
BE 103-104* .....	Shorthand .....	6
or		
BE 206-207 .....	Machine Shorthand .....	(6)
BE 105-106* .....	Typewriting .....	4
BE 200 .....	Business Communications .....	3
CH 101 .....	Freshman Communications .....	3
SP 101 .....	Fundamentals of Speech .....	3
		<hr/>
		33

\*The beginning course in shorthand and typewriting may be waived if the student has acquired the necessary skill in high school. This would leave room for electives.  
Suggestive electives: BA 102, BE 201, BE 203, or SS 102.

## **BUSINESS**

### **Business Administration**

#### **BA 100 INTRODUCTION TO BUSINESS**

The objectives of this course are three-fold: (1) to give the student beginning his education for business the opportunity to learn what business is about, and to see it in its entirety before studying each of its parts intensively, (2) to help the student acquire a technical vocabulary which will prove of inestimable value in later courses and reading business periodicals, and (3) to help the student acquire a better understanding of the capitalistic system and its workings. 3-0-3\*

#### **BA 101 PRINCIPLES OF ACCOUNTING**

This is a basic study of accounting and business practice. It includes the study of business papers and recording procedure, the use of journals, controlling accounts, and general and subsidiary ledgers. It stresses the adjustments at the close of the fiscal period, the form and preparation of financial statements, and provides an introduction of valuation accounts. A single proprietorship set of books is kept as a part of the course. 3-0-3\*

#### **BA 102 PRINCIPLES OF ACCOUNTING**

(Prerequisite: BA 101 Accounting Principles or equivalent) This is a continuation of BA 101 Accounting Principles. It is a study of accounting procedures as applied to the partnerships and the corporation. Topics considered include taxation, formation and dissolution of partnerships, organization of the corporation, departmental and manufacturing accounting, and the interpretation of financial statements. A partnership and corporation set of books is used. 3-0-3\*

#### **BA 110 APPLIED MATHEMATICS OF FINANCE**

This course includes information and practice in practical business situations involving: simple interest and bank discount, logarithms, arithmetic progressions and short-term installment buying, geometric progressions and compound interest, annuities and application, equations, and introduction to business statistics. 3-0-3\*

#### **BA 201 INTERMEDIATE ACCOUNTING**

(Prerequisite: BA 102 Accounting Principles or equivalent) This course offers a detailed study of accounting records and end-of-period procedures, especially as applied to the manufacturing business. It stresses theory and the use of alternate acceptable procedures both in recording and in the preparation of statements. The organization of the corporation, its characteristic accounts, and the

\*Lecture-Lab-Credit Hours

recording of transactions peculiar to the corporation are studied in detail. 3-0-3\*

### BA 202 INTERMEDIATE ACCOUNTING

(Prerequisite: BA 201 Intermediate Accounting) This course is a continuation of BA 201 and furnishes a detailed study of the assets of the corporation and methods of evaluation. Other topics studied and discussed at length are: accounting for liabilities, the handling of reserves, determination of net income, comparative study of statements, and the application of funds. Experience is provided for the student through a series of problems rather than a practice set. 3-0-3\*

### BA 203 COST ACCOUNTING

(Prerequisite: BA 102 Accounting Principles or equivalent) This course is a study of the most common cost systems with emphasis on costs for materials, labor, overhead, standard costs, and cost relationships. 3-0-3\*

### BA 204 PRINCIPLES OF ECONOMICS

This course deals with the nature and scope of economics and aims to provide an understanding of the basic concept of economics, the several forms of American business, and the determination and importance of national income. It includes topics such as problems of the consumer, saving and investment, business cycles, inflation, labor organizations, and money and banking. 3-0-3\*

### BA 205 PRINCIPLES OF ECONOMICS

(Prerequisite: BA 204 Principles of Economics) This course is a continuation of BA 204 into the areas of production and distribution. Topics considered include: the nature of production, determining production costs, price determination, each factor of production and its share in the income, and problems of monopoly. An attempt is made throughout to relate the principles of economics to the problems of the American economy, and to show the effect of the economic factors upon policy formation. The course also includes a brief discussion of alternate economic systems. 3-0-3\*

### BA 207 BUSINESS LAW

This is a general introduction to law which includes a discussion of the following: courts and legal procedures, law and society, definitions, classifications, and systems of law based on the supreme law of the land. A brief review of the tribunals for administering justice and discussion of actions will be given. Topics on contracts, torts, sales (warranties and liabilities), negotiable instruments, bailor and bailee and personal property (rights and acquisition) will be studied. 3-0-3\*

\*Lecture-Lab-Credit Hours

#### **BA 208 BUSINESS LAW**

(Prerequisite: BA 207) This course is a continuation of BA 207 and includes a study of the following: principal and agent, carriers, insurer and insured, relation of partnerships, corporation and stockholders, landlord and tenant, employer and employee, business crimes, bankruptcy and creditors. 3-0-3\*

#### **BA 209 FLORIDA SCHOOL LAW**

The course includes a study of the Florida School Code, the policies and regulations of the Board of Public Instruction, Palm Beach County, comparison of legal trends of other jurisdictions with Florida and the weight of authority, as well as leading applicable federal decisions. 3-0-3\*

#### **BA 210 PRINCIPLES OF MANAGEMENT**

A basic study of the principles of management, planning, organizing, actuating, and controlling is given in this course. It stresses the broad and important concept of management as a separate entity, the principles and practices which are applicable to many varied activities such as production, personnel, marketing, finance, government, education, agriculture, and the armed forces. 3-0-3\*

#### **BA 212 PRINCIPLES OF MARKETING**

This course presents a broad picture of the structure and functions of marketing. A rather detailed treatment is given to the retailing of consumers' goods; and the marketing of industrial goods; marketing research, policies and practices; and marketing activities of the government. 3-0-3\*

#### **BA 213 PRINCIPLES OF SUPERVISION FOR OFFICE PERSONNEL**

The purpose of this course is to present the important information a supervisor needs to know about her job in dealing with people, money, and machines. 3-0-3\*

#### **BA 214 SALESMANSHIP**

This course is a study and analysis of the fundamental concepts of selling, and the role of the salesman in today's economy. Current techniques, as well as vital principles of selling, are taught through the use of an up-to-date text. Opinions of sales executives, excerpts from jobs' manuals, and illustrations from company training materials are emphasized in the course. 3-0-3\*

#### **BA 271 HUMAN RELATIONS IN BUSINESS**

This course helps formulate a set of objectives in human relations and develops techniques for accomplishing these objectives. Among the topics studied are: motivation, morale, productivity, organization, communications, work and incentives, leadership, and the executive and his roles. 3-0-3\*

\*Lecture-Lab-Credit Hours

## BUSINESS EDUCATION

### BE 100 OFFICE MACHINES

This course is designed to familiarize the student with the operation of the various office machines currently used in business. The student, through regular practice of correct technique, learns the basic skills and develops a high degree of speed on the rotary calculators, printing calculators, key-driven calculators, dictating, ten-key adding, full-key adding, and the various accounting machines found in the business field today. 1-2-2\*

### BE 101 OFFICE PRACTICE

(Prerequisite: BE 105 Typewriting or equivalent) This course includes secretarial practice in general office procedure with filing, duplicating, machine transcription, handling of mail, receptionist and telephone techniques, meetings and conferences, automatic typewriter and addressograph machine operator. 3-0-3\*

### BE 103 SHORTHAND

(Co-requisite: BE 105 Typewriting, or BE 106 Typewriting) All basic principles of the Gregg Shorthand system are studied. It is open to students without previous instruction in shorthand or with inadequate preparation for BE 104. A dictation skill of 50 to 70 words a minute is developed. 4-0-3\*

### BE 104 DICTATION AND TRANSCRIPTION

(Prerequisite: BE 105 Typewriting or equivalent) The course is a continuation of BE 103 Shorthand. A dictation skill of 80 to 100 words a minute is developed on new-matter dictation, and transcription skill of at least 30 words a minute is attained. 5-0-3\*

### BE 105 TYPEWRITING

This course is for students with no previous training in typewriting or for those whose performance is inadequate for the more advanced courses. 1-3-2\*

### BE 106 TYPEWRITING

(Prerequisite: BE 105 Typewriting or equivalent) This course is a continuation of BE 105 Typewriting and offers a review of the basic skills. Emphasis is placed on production standards required in letter writing, manuscript, tabulation and business forms. 1-3-2\*

### BE 200 BUSINESS COMMUNICATIONS

(Prerequisites: EH 101 Freshman Communications, and BE 105 Typewriting or equivalent) The purpose of this course is to study correspondence of the business office—letterheads, stationery, and styles of letter writing. Much time will be spent in composing

\*Lecture-Lab-Credit Hours

various kinds of business letters and business reports. An office correspondence manual will be compiled by the student as a reference guide to better correspondence. 3-0-3\*

#### **BE 201 ADVANCED DICTATION AND TRANSCRIPTION**

(Prerequisite: BE 106 and BE 104 or BE 207 or equivalents) Through the use of high-speed dictation tapes, a shorthand writing speed of 120 words or more a minute is developed. A transcription rate of 40 words or more a minute is developed. 2-2-3\*

#### **BE 203 LEGAL DICTATION AND TRANSCRIPTION**

(Prerequisites: BE 104 or BE 207) High-speed dictation practice is given utilizing high-speed shorthand short cuts applicable to legal stenography. Emphasis is on legal terminology, dictation and transcription of legal papers, and the preparation of income tax forms. 1-2-2\*

#### **BE 204 MEDICAL TRANSCRIPTION**

(Prerequisite: Biology 255 Medical Terminology and BE 106 Typewriting or equivalent) Sufficient practice on transcribing machines from medical dictation of letters, medical reports, and medical case histories is provided to develop a usable skill in this phase of the medical assistant's work. 1-2-2\*

#### **BE 205 ADVANCED TYPEWRITING**

(Prerequisite: BE 106 Typewriting) Improvement of production ability in all typing is stressed and there is a thorough review of problems in typing office forms, tabulated reports and legal documents, with recurring special improvement practice to maintain and improve all typing skill. Speed-up procedures will be used in the development of maximum typewriting skill. 1-3-2\*

#### **BE 206 MACHINE SHORTHAND**

(Prerequisite: BE 105 or BE 106) The purpose of this course is to present the basic principles of the Stenograph machine shorthand theory. A dictation skill of 80 to 100 words a minute is developed. 1-4-3\*

#### **BE 207 MACHINE SHORTHAND**

(Prerequisite: BE 206 Machine Shorthand or equivalent) This course is a continuation of BE 206. Emphasis is on the continuation of skill building with its application to useable transcription. A dictation skill of 120 words a minute will be developed with a transcription rate of 35 to 40 words a minute. 1-4-3\*



## CHEMISTRY

### CY 100 INTRODUCTION TO CHEMISTRY

An introduction to the principles of modern chemistry, designed for students who are not prepared to take CY 101. This course may not be used to satisfy the eight (8) credits of general chemistry required of Engineering and Science majors. 3-0-3\*

### CY 101 GENERAL CHEMISTRY

(Prerequisite: 1 unit of high school chemistry or a grade of "C" or better in CY 100, and 3 units of high school mathematics or a co-requisite of MS 101-111 or higher) A thorough study of the fundamentals, theories, laws, and principles of general chemistry. 3-3-4\*

### CY 102 GENERAL CHEMISTRY

(Prerequisite: CY 101, or equivalent) This is a continuation of CY 101. The laboratory is Qualitative Analysis. 3-3-4\*

### CY 105 LABORATORY FOR CY 100

(Prerequisite or co-requisite: CY 100) A demonstration and study of some of the common skills and techniques in laboratory procedure. (For the students in Dental Hygiene and Medical Assistants programs.) 0-2-1\*

### CY 202 QUANTITATIVE ANALYSIS

(Prerequisite: CY 102 or equivalent) The theory and practice of exact inorganic chemistry analysis, both gravimetric and volumetric are dealt with in this course. 2-6-4\*

### CY 211 ORGANIC CHEMISTRY

(Prerequisite: CY 102 or equivalent) The basic concepts, nomenclature, synthesis, and important reactions with emphasis on molecular structure and reaction mechanisms. 3-4-4\*

### CY 212 ORGANIC CHEMISTRY

(Prerequisite: CY 211) This course is a continuation of CY 211. 3-4-4\*

## DATA PROCESSING

(Specialized, Business, Technical, Professional Program)

The program in Data Processing is a two-year course of study leading to an Associate in Science degree.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 101-102 .....	Accounting Principles .....	6	
BA 204 .....	Principles of Economics .....	3	
DP 101 .....	Unit Record Equipment .....	3	
DP 102 .....	Basic Computer Theory .....	3	
DP 103 .....	Accounting Machine .....	3	
EH 101-102 .....	Freshman Communications .....	6	
MS 106 .....	Mathematics for General Education .....	3	
MS 101 .....	Basic Algebra .....	3	
or			
MS 111 .....	College Algebra .....	(3)	
PE .....	Physical Education .....	2	
			32

### SOPHOMORE YEAR

BA 203 .....	Cost Accounting .....	3	
HH 101 .....	Personal & Community Hygiene .....	2	
MS 208 .....	Elementary Statistics .....	3	
DP 202-204 .....	Computer Program I & II .....	8	
DP 203 .....	Data Processing Application .....	3	
DP 206 .....	Systems Development .....	4	
DP 208 .....	Field Study .....	3	
PE .....	Physical Education .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
			34

\*PL 201 or HY 201 may be substituted for SS 102.

## DATA PROCESSING

### DP 101 UNIT RECORD EQUIPMENT

A course designed to provide instruction in the use of punched card equipment. It provides for practice in the use of equipment, panel wiring of various IBM machines, and an understanding of the use of data processing in business. 2-2-3\*

### DP 102 BASIC COMPUTER THEORY

This is an introductory course in principles of the computer. It covers number theory, computer organization, and machine language programming. One major objective is to enable the student to program and operate a digital computer in the machine language. 3-0-3\*

### DP 103 THE ACCOUNTING MACHINE

(Prerequisite: DP 101†) This is a continuation of DP 101 with emphasis on the Accounting Machine. 2-2-3\*

### DP 202 COMPUTER PROGRAMMING I

(Prerequisite: DP 102†) The emphasis in this course will be on symbolic programming and Fortran. 2-4-4\*

### DP 203 DATA PROCESSING APPLICATIONS

(Prerequisite: DP 103†) A course which utilizes both data processing equipment and computers as applied to business practice. Typical procedures are planned and executed such as payrolls, inventory control, etc. 2-2-3\*

### DP 204 COMPUTER PROGRAMMING II

(Prerequisite: DP 202†) A continuation of DP 202. The major emphasis is on cobal, report generator, macros, linkages, and sub-routines. 2-4-4\*

### DP 206 COMPUTER PROGRAMMING III

(Prerequisite: DP 204†) A continuation of DP 204. The emphasis will be on precepts of programming, using tapes, direct access devices, monitors, sort-mergers, and date scheduling systems. 3-2-4\*

### DP 208 FIELD STUDY

(Prerequisite: DP 204†) A course which gives the student an opportunity for individual work and assignments. Individual assignments are carried out in a carefully selected local installation or the student is given a typical business application for detailed analysis. 1-4-3\*

\*Lecture-Lab-Credit Hours

†Consent of department chairman

## DENTAL ASSISTANTS PROGRAM

(Specialized, Business, Technical, Professional Program)

This course covers a period of two terms plus the first session of the spring term, thereby totaling forty weeks per year. The following courses list the subject areas on a semester basis.

COURSE	DESCRIPTION	SEMESTER	HOURS			CREDIT
		Fall Term	Winter Term	Spring Term		
BE 105 .....	Typewriting .....	2				
BE 200 .....	Business Communications .....			3		
DA 100 .....	Intro. to Dental Assisting .....	1				
DA 101 .....	Sterilization & Microbiology .....	2				
DA 102 .....	Preclinical Orientation .....	2				
DA 103 .....	Oral Anatomy & Physiology .....	3				
DA 104 .....	Related Dental Theory .....			4		
DA 105 .....	Elements of Dental Materials .....			3		
DA 106 .....	Office Management .....				1	
DA 110 .....	Clinical Practice I .....	3				
DA 111 .....	Clinical Practice II .....			3		
DA 112 .....	Clinical Practice III .....				6	
DS 104 .....	Dental Radiology .....			2		
EH 101 .....	Freshman Communications .....	3				
PY 201 .....	Psychology .....			3		
			<hr/>	<hr/>	<hr/>	
			16	18	7	

## DENTAL HYGIENE

(Specialized, Business, Technical, Professional Program)

The program in Dental Hygiene is a two-year course of study leading to an Associate of Science Degree. This program is fully accredited by the Council on Dental Education of the American Dental Association and is approved by the Florida State Board of Dental Examiners.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BY 156 .....	Microbiology .....		3	
CY 100-105 .....	Intro. to Chem.; Chem. Lab. ....		4	
DS 101 .....	Anatomy and Physiology .....	4		
DS 102 .....	Dental Anatomy .....	4		
DS 103 .....	General and Oral Histology .....		2	
DS 104 .....	Dental Radiology .....		2	
DS 106 .....	Oral Hygiene .....	1		
DS 110-111-205 ..	Clinical Dental Hygiene I, II, III ..	3	3	3
EH 101-102 .....	Freshman Communications .....	3	3	
HH 103 .....	First Aid .....	1		
PE .....	Physical Education .....	1	1	
		17	18	3

### SOPHOMORE YEAR

DS 105 .....	Pharmacology .....	1		
DS 202 .....	General and Oral Pathology .....	2		
DS 203 .....	Public Health Dentistry .....		1	
DS 204 .....	Preventive Dentistry .....		1	
DS 206 .....	Practice Administration .....		1	
DS 207 .....	Dental Health Education .....	2		
DS 208 .....	Clinical Observation .....		2	
DS 210-215 .....	Clinical Dental Hygiene IV, V .....	3	3	
HE 103 .....	Nutrition for Dental H'lth Services		3	
HH 101 .....	Personal and Community Hygiene		2	
PE .....	Physical Education .....	1	1	
PY 201 .....	General Psychology .....	3		
SP 101 .....	Fundamentals of Speech .....	3		
SS 101-102 .....	Social Inst.; Political Inst. ....	3	3	
		18	17	—

## DENTAL LABORATORY TECHNOLOGY

(Specialized, Business, Technical, Professional)

This two-year curriculum includes all the areas of instruction as defined by the Council on Education and the American Dental Association. It is designed to conform to the policies and regulations of the Florida State Dental Society.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BA 204 .....	Principles of Economics .....		3	
DA 105 .....	Elements of Dental Materials .....	3		
DS 102 .....	Dental Anatomy & Physiology .....	4		
DT 100 .....	Complete Dental Techniques I .....	3		
DT 101 .....	Orientation & Terminology .....	1		
DT 102 .....	Complete Dental Techniques II .....		4	
DT 103 .....	Cast Inlay Technique .....			3
DT 106 .....	Partial Denture Technique I .....			3
EH 101-102 .....	Freshman Communications .....	3	3	
PE .....	Physical Education .....	1	1	
PS 101 .....	Survey of Physical Science .....		3	
		15	14	6

### SOPHOMORE YEAR

CY 100-105 .....	Intro. to Chem.; Chemistry Lab. ..	4		
DT 104 .....	Crown & Bridge Technique I.....	4		
DT 107 .....	Jurisprudence & Prof. Relations ....		1	
DT 110 .....	Ceramic Techniques I .....		5	
DT 202 .....	Special Prosthesis .....			2
DT 204 .....	Crown & Bridge Technique II .....		4	
DT 206 .....	Partial Denture Technique II .....	3		
DT 210 .....	Ceramic Technique II .....			3
PE .....	Physical Education .....	1	1	
SS 101-102 .....	Social Inst.; Political Inst. ....	3	3	
		15	14	5

## DENTAL ASSISTING

### DA 100 INTRODUCTION TO DENTAL ASSISTING

This course presents the objectives, responsibilities, ethics, and scope of service of the dental assistant in practice. A working knowledge of dental terminology, personal hygiene, and grooming. 1-0-1\*

### DA 101 STERILIZATION & MICROBIOLOGY

A working knowledge of the types and uses of the sterilizing agents and equipment used in the dental office. The course includes instruction in the preparation of surgical trays and syringes. Also, a brief survey of micro-organisms, their biological characteristics, beneficial as well as detrimental effects, with emphasis on control by various methods of sterilization. 1-2-2\*

### DA 102 PRECLINICAL ORIENTATION

This course identified the various areas in the dental specialties. The laboratory includes instruction in the basic maintenance and care of equipment and instruments. A knowledge of the name, design, and use of all instruments commonly employed in a dental office. 1-2-2\*

### DA 103 ORAL ANATOMY AND PHYSIOLOGY

Study of histology and gross anatomy and also oral anatomy with the functional activity thereof; emphasis on morphology, growth, and development of primary and permanent dentitions. 2-2-3\*

### DA 104 RELATED DENTAL THEORY

Course designed for familiarization of common drugs and medications: pharmacological properties, therapeutic applications and any toxicities; also a knowledge of nutrition with emphasis on relationship to oral health. Aspects of general oral pathology are covered in this course. In addition, recognition of dental emergencies and procedures to follow pertaining thereto. 4-0-4\*

### DA 105 ELEMENTS OF DENTAL MATERIALS

A series of lecture-demonstrations designed to acquaint the student with the nomenclature, characteristics, proper manipulation, and application of the materials used in the laboratory and clinical practice of dentistry. The procedures for purchasing and storage of supplies will be considered. 2-3-3\*

\*Lecture-Lab-Credit Hours

## DA 106 OFFICE MANAGEMENT

Study of practice administration: the methods by which the dentist conducts his practice and the related functions of the assistant. Aspects include speech and telephone communicating, patient management, bookkeeping as pertaining to daily records, appointment making, collections and billing; also filing as pertaining to a patient recall system, history taking, charting and record filing. 1-0-1\*

## DA 110 CLINICAL PRACTICE I

The dental assistant student will receive individual instruction in all phases of chairside dental assisting. 0-6-3\*

## DA 111 CLINICAL PRACTICE II

Continuation of DA 110. 0-6-3\*

## DA 112 CLINICAL PRACTICE III

Continuation of DA III. 0-24-6\*



## DENTAL HYGIENE

### DS 101 ANATOMY AND PHYSIOLOGY

This course was designed for dental hygiene students and presents the fundamentals of gross anatomy and physiology with emphasis on the head and neck. 4-1-4\*

### DS 102 DENTAL ANATOMY

The study of the structure, morphology, and function of the primary and permanent dentitions. Laboratory procedures include the identification and the reproduction of tooth forms by drawing and carving representative teeth. 2-4-4\*

### DS 103 GENERAL AND ORAL HISTOLOGY

This course offers a detailed study of the minute structure of the tissues of the body with particular reference to the teeth and supporting tissues. These lectures will cover the morphology of different tissues, early embryonic development, and histologic features of the structures of the oral cavity with emphasis on those areas of particular interest to the dental hygienist. 1-2-2\*

### DS 104 DENTAL RADIOLOGY

This course is designed to acquaint the student with the nature, physical behavior, biological effects, methods of control, safety precautions and the techniques for exposing, processing, and mounting x-rays. Laboratory procedures will include the application of these techniques in clinical practice. 1-2-2\*

### DS 105 PHARMACOLOGY

The objective of this course is to familiarize dental hygiene students with the basic aspects relating to the physical and chemical properties, dosage, methods of administration, and therapeutic use of pharmaceutical preparations used in dentistry. 1-0-1\*

### DS 106 ORAL HYGIENE

The objective of this course is to acquaint the student with the duties of the dental hygienist in oral hygiene care. This course emphasizes the preventive procedures which can be used to decrease the incidence of oral disease. It includes a study of toothbrush techniques, dentifrices, mouth washes, applied oral hygiene techniques for patients with special needs, and organic and inorganic stains and secretions on the teeth. 1-0-1\*

### DS 110 CLINICAL DENTAL HYGIENE I

The objective of this course is to instruct the student in the techniques of instrumentation and polishing of teeth on the dental manikin. Every student must master the operative techniques of the dental prophylaxis before she is admitted to clinical practice.

\*Lecture-Lab-Credit Hours

This course will also include sterilization techniques, fluoride application procedures, dental charting, instrument sharpening, and general clinic procedures. During the latter part of this course, students will be permitted to give dental prophylaxes to patients in the dental clinic. 1-4-3\*

### **DS 111 CLINICAL DENTAL HYGIENE II**

(Prerequisite: a grade "C" or above in DS 110) Students will be required to complete a specific number of dental prophylaxes for adults and children in the clinic under the supervision of the clinical supervisor and staff. This course will also include practical experience in dental radiology. 0-9-3\*

### **DS 202 GENERAL AND ORAL PATHOLOGY**

This course is an introduction to general pathology with consideration of the more common diseases affecting the human body. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures, and the relation of these conditions to systemic disturbances. 2-0-2\*

### **DS 203 PUBLIC HEALTH DENTISTRY**

The objective of this course is to acquaint the dental hygienist with the philosophy, organization, and practices of public health dentistry and the dental hygienist's role in the public health field. The course will include a survey of public health procedures in industry, schools, dental offices, and public health programs. 1-0-1\*

### **DS 204 PREVENTIVE DENTISTRY**

The objective of this course is to present a comprehensive survey of the scientific techniques and educational procedures of preventive dentistry as they relate to the dental specialties. In addition, this course will summarize and correlate the various aspects of preventive dentistry that have been presented in the dental hygiene curriculum. 1-0-1\*

### **DS 205 CLINICAL DENTAL HYGIENE III**

This course is a continuation of Clinical Dental Hygiene II. 0-9-3\*

### **DS 206 PRACTICE ADMINISTRATION**

This course is concerned with the principles of dental ethics and economics as it relates to the dental hygienist. The course will also include a study of jurisprudence, dental and dental hygiene history, and office procedures. 1-0-1\*

### **DS 207 DENTAL HEALTH EDUCATION**

This is a series of lectures to familiarize the dental hygienist with

\*Lecture-Lab-Credit Hours

the methods and materials used in dental health education. Each student will be required to design lesson plans and appropriate visual aids to be used in dental health education for school children, adult groups, and office patients. 1-2-2\*

#### OS 208 CLINICAL OBSERVATIONS

This course will include a series of clinical lecture-demonstrations in the fields of: restorative dentistry, periodontia, oral diagnoses, orthodontia, pedodontia, oral surgery, anesthesia, endodontics, and dental materials. These observations are for the purpose of giving the student a better understanding of the various specialized fields of dentistry and their relation to dental hygiene. 1-2-2\*

#### OS 210 CLINICAL DENTAL HYGIENE IV

This course is a continuation of Clinical Dental Hygiene III. 0-9-3\*

#### OS 215 CLINICAL DENTAL HYGIENE V

This course is a continuation of Clinical Dental Hygiene IV. 0-9-3\*

#### DT 100 COMPLETE DENTURE TECHNIQUES I

This course is designed to teach the student the various phases of full denture construction. The laboratory work consists of the construction of custom trays, base plates, stabilized occlusion, and mounting casts. The set-up of artificial teeth on an adjustable articulator. Special emphasis is placed on proper tooth selection, correct occlusion, waxing, curing, finishing, and polishing. Denture repairs and tooth replacement are also covered. 1-6-3\*

#### DT 101 ORIENTATION AND TERMINOLOGY

This course is designed to acquaint the student with the role of the dental technician as a member of the dental health team and to familiarize him with the terms peculiar to the dental profession in order that he may interpret the directives included in a dentist's work authorization. A knowledge of equipment maintenance and safety factors will be considered. 1-0-1\*

#### DT 102 COMPLETE DENTURE TECHNIQUES II

Continuation of DT 100. 1-9-4\*

#### DT 103 CAST INLAY AND CROWN TECHNIQUES

This course covers the construction of various casts and dies, the waxing, carving, investing, casting, finishing and polishing inlays, three-fourths crowns, full and veneer-faced crowns. It also includes the methods of soldering. 1-2-2\*

\*Lecture-Lab-Credit Hours

**DT 104 CROWN AND BRIDGE TECHNIQUE I**

Technical procedures required in the construction of fixed bridges from various types of impressions. 2-9-5\*

**DT 106 PARTIAL DENTURE TECHNIQUES I**

The basic techniques used in the construction of partial dentures with special emphasis on surveying and designing. The design and use of wrought wire construction is covered. 1-3-3\*

**DT 107 JURISPRUDENCE AND ETHICS**

A knowledge of the legal aspects of the dental practice and dental laboratory business including the code of ethics for dental laboratory technicians. 1-0-1\*

**DT 110 CERAMICS I**

A course on the manipulation of porcelain in the construction of jacket crowns and inlays including staining and characterization. 2-9-5\*

**DT 202 SPECIAL PROSTHESIS**

A technical review of courses covered and to acquaint the student with latest developments. An introduction to some of the unique procedures and specialties in dental laboratory technology. 1-2-2\*

**DT 204 CROWN AND BRIDGE TECHNIQUE II**

Advanced techniques to include the use of various types of facings and pontics, both plastic and porcelain, and precision connectors. Special emphasis is given on proper alignment, contour and tooth form. 1-9-4\*

**DT 206 PARTIAL DENTURE TECHNIQUES II**

An advanced course covering cast partial denture construction including the use of precision and semi-precision attachments. 1-6-3\*

**DT 210 CERAMICS II**

A continuation of Ceramics I to include techniques for bonding porcelain to metal in bridgework and the design and construction of thimble type restorations. 0-4-2\*

## DRAFTING AND DESIGN TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

The Drafting and Design Technology curriculum prepares the student for employment in the field of technical graphical representation. The classroom training provides a sound foundation in the basics of drafting practice and in the sophomore year presents drafting techniques in such design areas as are in the responsibility of the draftsman.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS		CREDIT
		Fall Term	Winter Term	Spring Term	
EG 101-102 .....	Engineering Graphics I; II .....	3	3		
EG 110 .....	Engineering Problems & Orientation 1				
DG 112 .....	Advanced Drafting .....				3
EH 101-102 .....	Freshman Communications .....	3	3		
HH 101 .....	Personal & Community Hygiene ....		2		
ML 121 .....	Manufacturing Processes .....	3			
MS 111-121** ....	College Algebra; Trigonometry .....	3	3		
PE .....	Physical Education .....	1	1		
SS 101-102* .....	Social Inst.; Political Inst. ....		3		3
		14	15		6

### SOPHOMORE YEAR

AT 104 .....	Drawing II .....	3			
ML 210 .....	Industrial Relationships .....		3		
ML 221 .....	Properties & Testing of Materials		3		
PE .....	Physical Education .....	1	1		
PH 201-202 .....	General Physics .....	4	4		
PY 201 .....	General Psychology .....	3			
DG 204-205 .....	Machine Drafting I; II .....	2	3		
DG 206-207 .....	Architectural Drafting I; II .....	3	2		
		16	16		

\*PL 201 or HY 201 may be substituted for SS 102

\*\*MS 103-104 may be taken by students not qualified for MS 111-121.

## DRAFTING

### DG 110 ELECTRICAL DRAFTING

Electrical Drafting is a course of study designed for students in the Electronic Technology and Air Conditioning Technology programs. A basic knowledge of multiview drawing, sections, auxiliary, dimensions and pictorial drawing is presented. Particular attention and practice are given to electrical symbols, block diagrams, schematic diagrams, connection diagrams, printed circuits, graphs and charts. Skill in actual drafting practice is gained and emphasis is given to free hand sketching and lettering. 1-5-3\*

### DG 112 ADVANCED DRAFTING

(Prerequisite: EG 102) Provision is made in this course for coverage of assembly and detail drawings, development of intersections and surfaces, charts, vectors and graphs. 1-5-3\*

### DG 204 MACHINE DRAFTING I

(Prerequisite: DG 112 Advanced Drafting or consent of the instructor) A study of source materials, drawing room standards, and procedures is covered. Emphasis is placed on design principles and methods. 1-3-2\*

### DG 205 MACHINE DRAFTING II

(Co-requisite or prerequisite: DG 204 Machine Drafting I) This course deals with design problems of a practical nature based on information covered in DG 204. 1-5-3\*

### DG 206 ARCHITECTURAL DRAFTING I

(Prerequisite: DG 112 or consent of instructor) A study of materials used in construction is made, also the design of footings, foundations, floors, walls, roofs and openings in masonry and wood structures. 1-5-3\*

### DG 207 ARCHITECTURAL DRAFTING II

(Co-requisite or prerequisite: DG 206 Architectural Drafting I) Application of principles studied in DG 206 is made through problems of design. 1-3-2\*

## EDUCATION ELEMENTARY LEVEL (University Parallel)

Academic advisement is required within the Social Science Department in order to satisfy the particular needs of individual students. Senior college choice may necessitate some changes, including a rearrangement of the program.

\*Lecture-Lab-Credit Hours

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
AT 110 or 111 .... or MC 110 .....	History and Appreciation of Art ..... Music Appreciation..... Natural Sciences* .....	2 (2) 7-8
EH 101-102 .....	Freshman Communications .....	6
EN 101 .....	Introduction to Education .....	3
MS 106 .....	Mathematics for General Education .....	3
PE .....	Physical Education .....	2
SP 101 .....	Fundamentals of Speech .....	3
SS 101-102** .....	Social Inst.; Political Inst. ....	6
		32-33

## SOPHOMORE YEAR

EH .....	Literature .....	6
GY 101 .....	Elements of Geography & Conservation	3
HH 101 .....	Personal & Community Hygiene .....	2
HY 101-102 .....	Ancient & Medieval Civ.; Modern Civ. ....	6
PE .....	Physical Education .....	2
PY 201 .....	General Psychology .....	3
PY 203 .....	Child Growth and Development .....	3
Electives*** .....		8-9
		33-34

\*See Natural Science choices in General Education requirements.

\*\*HY 201 or PL 201 may be substituted for SS 102.

\*\*\*Suggested electives: Foreign Languages, LC 101, PY 202, and PY 204.

If the student is planning to attend either the University of Florida (Gainesville) or Florida State University (Tallahassee), he is encouraged to take PY 203, Child Growth and Development.

## SECONDARY LEVEL

The student planning to teach at the secondary level in an academic area should seek counseling from the department of his major field. In consultation with his counselor, the student must make certain that his program will satisfy his needs for certification as well as meet the specific requirements of the senior college to which he will transfer to complete his degree program.

### EN 101 INTRODUCTION TO EDUCATION

This course provides an introduction to the fundamental principles in education. It includes historical view, aims and methods of education, the curriculum, the pupil population, the educative process, and teaching as a profession. The philosophical bases of American public education are explored, with special emphasis and consideration given to the organization and operation of the public schools of Florida. 3-0-3\*

\*Lecture-Lab-Credit Hours

## ELECTRONICS TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

Skilled technicians are needed in increasing numbers to assist in the design, production, operation, and servicing of electrical and electronic systems and equipment. They may work in laboratories assisting professional engineers and scientists, or on the assembly line in testing and inspection, or apply their knowledge of science, mathematics, and electronics to practical problems of design and construction in research and development.

At Palm Beach Junior College students become familiar with the latest theory and practice in electrical and electronics circuitry, and become proficient in the use of industrial testing instruments. The result is to place the qualified graduate firmly in the technician category, between the skilled craftsman and the engineer, and provide a sound scientific foundation for further learning in the field.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
EG 101 .....	Engineering Graphics I .....	3		
EH 101-102 .....	Freshman Communications .....	3	3	
EL 101-102 .....	DC Circuits: AC Circuits .....	6	6	
HH 101 .....	Personal & Community Hygiene ....		2	
MS 111* .....	College Algebra .....	3		
MS 121 .....	College Trigonometry .....		3	
PE .....	Physical Education .....	1	1	
SS 101 .....	Social Institutions .....		2	
		16	18	

### SOPHOMORE YEAR

EL 201-220** .....	College Electricity I; Logic Circuits	4	4	
EL 211-212*** .....	Electronics I; II .....	6	6	
PE .....	Physical Education .....	1	1	
EL 214*** .....	Electronics Systems .....		3	
SS 102† .....	Political Institutions .....	3		
†*Electives .....		4	4	
		18	18	

\*MS 103 for students not testing into MS 111.

\*\*EL 203, 204 and 205 (offered in evening), a sequence equivalent to EL 201.

\*\*\*EL 215, 216, 217, 218 and 219 (offered in evening), a sequence equivalent to EL 211, 212 and 214.

†PL 201 or HY 201 may be elected.

†\*PH 201 and 202, CY 101 and 102, or MS 204 and 205 must be elected.



## **EL 101 D. C. CIRCUITS**

This course is a study of basic D.C. electrical circuits and circuit parameters, including Ohm's law, Kirchhoff's law, Thevenin's theorem, Norton's theorem, Faraday's law, and Lenz's law. Series, parallel and wye-delta transformations are covered along with capacitance and energy storage, self-inductance, magnetic circuits and electromagnetism. D.C. electrical instruments and measurements are stressed in laboratory. 5-2-6\*

## **EL 102 A. C. CIRCUITS**

(Prerequisite: EL 101) This course is a study of basic A. C. electrical circuits and circuit parameters, including the application of laws and theorems that were introduced in D. C. as they are applied to A.C. networks. Vector algebra and vector diagrams are emphasized along with resonance, mutual inductance and transformer action. Polyphase circuits and Fourier's analysis are included. A.C. electrical instruments and measurements are stressed in laboratory. 5-2-6\*

## **EL 201 ADVANCED ELECTRICITY**

(Prerequisite: EL 102, MS 121, or MS 104) This course covers electrical mathematics, energy, and machinery. Analytic geometry, differentiation and the integration as applicable to electrical problems are studied. This mathematics is applied to conversion of energy into and out of electrical energy and the associated devices are examined. Also included is a study of D.C. and A.C. machinery with emphasis on graphical and numerical analysis methods. 3-2-4\*

## **EL 203 D.C. MACHINES I**

(Prerequisite: EL 101) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of D.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

## **EL 204 A.C. MACHINES I**

(Prerequisite: EL 102) A study of electrical machines as circuit elements for explanation and their behavior under recognized standard tests in the laboratory. The course includes the study of theory, operation, control, and instrumentation of A.C. machinery and control. Not open to students who are enrolled or have completed EL 201. 2-2-3\*

## **EL 205 SERVO-MECHANISMS AND INSTRUMENTATION**

(Prerequisite: EL 102) A study of self-connecting systems for D. C., A. C., and electronic systems under recognized standard

\*Lecture-Lab-Credit Hours

tests in the laboratory. The course includes the theory, operation and control of servo-mechanisms. Not open to students who are enrolled or have completed EL 201. 2-1-3\*

## **EL 211 ELECTRONICS I**

(Prerequisite: EL 102) This course is a study of thermionic emission, characteristics of diodes, triodes and multi-element electron tubes including semi-conductors and their associated circuits. Rectifier and single stage amplifier is stressed. Single stage feed-back amplifiers and oscillators are also included. 4-4-6\*

## **EL 212 ELECTRONICS II**

(Prerequisite: EL 211) This course is a study of voltage, current and power coupling devices as used in audio and video amplifiers, radio receivers, and transmitters. Antennas, wave propagation, transmission lines, and wave guides are also included. 4-4-6\*

## **EL 214 ELECTRONICS SYSTEM**

(Prerequisite: EL 211; Co-requisite: EL 212) This course is a study of industrial electronic systems including teletype, telephoto, television, radar, telemetering, multiplexing, and electronic computers. Field trips to local electronic plants are arranged. 3-0-3\*

## **EL 215 DIGITAL TRANSISTOR CIRCUITS**

(Prerequisite: EL 101) This course is a review of the atomic structure of matter as it relates to the motion of charged particles in semi-conductors. The study covers junction diode and basic transistor action, together with a brief survey of manufacturing their methods. The switching function of diodes and transistors as they are used in logic circuits, trigger circuits, and pulse generators are learned both in the classroom and through experiments with these actual circuits in the laboratory. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

## **EL 216 LINEAR TRANSISTOR CIRCUITS**

(Prerequisite: EL 102) A study of the A.C. behavior of transistors and their associated circuits. Topics covered are basic stabilization, parameter measurement, matrix algebra, computations of transistor circuits, feed-back networks and high frequency operation. The associated laboratory will provide the student with ample opportunity to apply the knowledge obtained in class by designing and building all circuits studied. Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

## **EL 217 VACUUM TUBE DEVICES**

(Prerequisite: EL 102) Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

\*Lecture-Lab-Credit Hours

## EL 218 ELECTRO-MAGNETIC TRANSMISSION

(Prerequisite: EL 102) Not open to students who are enrolled or have completed EL 211, 212, and 214. 3-0-3\*

## EL 219 ELECTRONIC CIRCUITS

(Prerequisite: EL 216 or EL 217) Not open to students who are enrolled or have completed EL 211, 212, and 214. 2-2-3\*

## EL 220 LOGIC CIRCUITS

(Prerequisites: EL 102, MS 104, or MS 121) This course is a study of modern logic circuits and computer blocks. The logic circuits covered are AND, OR, NAND, and NOR gates. The blocks include pulse circuits, basic multi-vibrator circuits - bistable (flip-flop), monostable (one shot), astable (clock) and Schmitt trigger circuit. 3-2-4\*

## ENGINEERING

(University Parallel)

The program basic to almost all engineering curricula stresses a sound foundation in science and mathematics along with humanities and the social studies. This provides the engineer not only with the necessary prerequisites for further technical studies, but also with a knowledge of the world and its problems; a knowledge necessary to aid the engineer in the decisions he must make in his engineering career.

The program in engineering at most universities is a five-year one.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
AT 110 or 111 ....	History & Appreciation of Art .....	2		
or				
MC 110 .....	Music Appreciation .....	(2)		
CY 101-102 .....	General Chemistry .....	4	4	
EH 101-102 .....	Freshman Communications .....	3	3	
EG 101-102 .....	Engineering Graphics .....	3	3	
EG 110 .....	Engineering Problems & Orient ...	1		
HH 101 .....	Personal & Community Hygiene ....		2	
MS 121 .....	College Trigonometry .....	3		
MS 204 .....	Anal. Geom. & Calculus I .....		4	
PE .....	Physical Education .....	1	1	
		<hr/>	<hr/>	
		17	17	

## SOPHOMORE YEAR

EH .....	Literature .....	3		
MS 205-206 .....	Anal. Geom. and Calculus II; III ..	4	4	
PH 205-206 .....	Gen. Physics with Calculus I; II ...	4	4	
SS 101-102* .....	Social Inst.; Political Inst. ....	3	3	
PE .....	Physical Education .....	1	1	
Elective .....			3	
		<hr/>	<hr/>	
		15	15	

\*PL 201 or HY 201 may be substituted for SS 102.

## ENGINEERING

### EG 101 ENGINEERING GRAPHICS I

An introduction to the fundamental principles of orthographic projection and descriptive geometry as used in the making and interpretation of engineering drawings. 1-5-3\*

### EG 102 ENGINEERING GRAPHICS II

(Prerequisite: EG 101)

Application of orthographic projection and descriptive geometry. 1-5-3\*

### EG 110 ENGINEERING PROBLEMS AND ORIENTATION

(Co-requisite: MS 103 or MS 111) This course emphasizes the solution of engineering problems using dimensional analysis, elementary vector analysis, the slide rule, and other computational techniques. The course also provides a study of the history, basic principles, development, opportunities, and educational requirements for the principal fields of the engineering profession. 1-0-1\*

\*Lecture-Lab-Credit Hours

## ENGLISH

### EH 070 DEVELOPMENTAL READING

The major aim of the Developmental Reading program is to increase proficiency in reading by improving reading skills, stimulating greater interest in reading, making the student a more alert and responsive reader. Therefore, growth in comprehension is stressed along with a desired increase in rate of reading; toward these goals every effort is directed. This course is offered only in the evening and is non-credit.

### EH 101 FRESHMAN COMMUNICATIONS

#### Sections 1 - 49

This is primarily a skills course which aims to develop proficiency in all aspects of communications, but strongly emphasizes writing and reading. An understanding of how language is actually used is necessary as a basis for any real understanding of the problems encountered in effective communication. The important skills of listening, speaking, reading, and writing can then be dealt with in detail, with the main concern being with factual matters. 3-0-3\*

#### Sections 50 - 59

**Reading Emphasis:** The content of this course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in reading for those students whose scores on the reading placement test indicate a need for special help. A reading laboratory equipped with rateometers, films, and other aids provides intensive instruction and practice in improving reading speed and comprehension. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 60 - 69

**Writing Emphasis:** The course is essentially the same as EH 101, Sections 1-49, except this course is an emphasis section designed specifically to provide assistance in writing for those students whose scores on the writing placement test indicate a need for special help. Students passing this course go into regular EH 102. 3-2-3\*

#### Sections 70 - 79

**Reading and Writing Emphasis:** Essentially this course is the same as EH 101, Sections 1-49, except that it provides an emphasis section designed specifically to provide assistance in writing and reading for those students whose scores on both the reading and writing placement tests indicate a need for special help. Students passing this course go into the regular EH 102. 3-2-3\*

#### Sections 80 - 89

**Advanced Freshman Communications:** The aims of this course are

\*Lecture-Lab-Credit Hours

basically the same as those of EH 101, Sections 1-49, except that emphasis is given to the study, technique, and practice of creative expression. Students who score in the upper 15 percentile on the reading and writing placement tests are enrolled in these advanced sections. 3-0-3\*

## **EH 102 FRESHMAN COMMUNICATIONS**

(Prerequisite: EH 101 Freshman Communications or equivalent)  
This course consists of three units which introduce the students to the role of language in thought and action: (1) Language and Thought (2) Persuasion (argument and logic) and (3) Mass Media of Communication. The concern here is with the development of student ability to read critically and to write effectively. 3-0-3\*  
Research paper techniques are taught in both EH 101 and EH 102.

### **Sections 86 - 89 (Advanced course for EH 102)**

(Prerequisites: EH 101, Sections 86-89, Advanced Freshman Communications or equivalent) This course is a continuation of EH 101, Sections 86-89, and is basically the same as other sections of EH 102, except that emphasis is given to creative expression. 3-0-3\*

## **EH 201 ENGLISH LITERATURE TO 1800**

(Prerequisite: EH 102 Freshman Communications or equivalent)  
This course is a study of significant writings produced in the British Isles from the time of the Anglo-Saxons to 1800. 3-0-3\*

## **EH 202 ENGLISH LITERATURE AFTER 1800**

(Prerequisite: EH 102 Freshman Communications or equivalent)  
This course is a study of significant writings produced in the British Isles from 1800 to the present. 3-0-3\*

## **EH 203 WORLD LITERATURE TO 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent)  
A study of selected works of the ancient, medieval, and renaissance worlds. 3-0-3\*

## **EH 204 WORLD LITERATURE AFTER 1600**

(Prerequisite: EH 102 Freshman Communications or equivalent)  
This course is a study of selected world masterpieces from approximately 1600 to the present day. 3-0-3\*

## **EH 205 AMERICAN LITERATURE TO 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent)  
The course is a study of the development of our national literature from colonial times to the end of the Civil War. 3-0-3\*

## **EH 206 AMERICAN LITERATURE AFTER 1865**

(Prerequisite: EH 102 Freshman Communications or equivalent)

\*Lecture-Lab-Credit Hours

The study of the rise of modern American literature is provided in this course. Current literary trends and contemporary American writers are stressed. 3-0-3\*

## EH 210 ADVANCED COMPOSITION

(Prerequisite: EH 102 or equivalent or permission of Department Chairman) This is a course in writing which emphasizes style and styles of writing. The work includes analysis of a wide range of literary types and concrete instruction in effective devices. The writing assignments are structured to help the student control and develop his own style. To that end he writes upon assignment both original and imitative pieces. 3-0-3\*

\*Lecture-Lab-Credit Hours

## FASHION

(University Parallel)

This curriculum is for students interested in a career in fashion design, fashion merchandising, pattern making, textile design, and fashion promotion.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 101 .....	Design I .....	3	
AT 110 .....	History and Appreciation of Art .....	2	
	Natural Science .....	7-8	
EH 101-102 .....	Freshman Communications .....	6	
HE 106 .....	Clothing Construction .....	3	
MS 106 .....	Mathematics for General Education .....	3	
PE .....	Physical Education .....	2	
SS 101-102 .....	Social Inst.; Political Inst. ....	6	
		<hr/>	
		32-33	

### SOPHOMORE YEAR

AT 103 .....	Drawing I .....	3
AT 111 .....	History and Appreciation of Art .....	2
BA 100 .....	Introduction to Business .....	3
BA 204 .....	Principles of Economics .....	3
EH .....	Literature .....	3
HE 203 .....	Clothing Selection .....	3
HH 101 .....	Personal and Community Hygiene .....	2
PE .....	Physical Education .....	2
PY 201 .....	General Psychology .....	3
SP 101 .....	Fundamentals of Speech .....	3
*Electives .....		4

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\*Suggestive electives: BE 105, Typwriting; HE 201, Advanced Clothing Construction.

## FOREIGN LANGUAGES

The general evaluation of high school or preparatory school foreign language study runs at a ratio of 2:1. For example, two years of Spanish in high school will be considered the equivalent of one year in college. A student who has had 3 years of high school Spanish would be considered to have had the equivalent of 1½ years of college Spanish and would be placed in SH 202.

The student whose native tongue is Spanish, French, German, or Italian is a matter of particular concern to the teachers of foreign language. Such student should be registered for no course under 201. Such student will be permitted to *audit* a beginning course in his native tongue. A student whose language is one of the four will be permitted to take the courses in conversation.

Any student who has had a foreign language *more* than three years ago is considered eligible for the beginning course in language 101. If such student has an average grade of "A" or "B", he may be permitted to meet the normal requirements stated above. In cases difficult to evaluate, the student will be referred to one of the members of the Department of Foreign Languages.

### FRENCH

#### FH 101 ELEMENTARY FRENCH

A basic knowledge of French grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period of language laboratory is required of all students. 3-1-3\*

#### FH 102 ELEMENTARY FRENCH

(Prerequisite: FH 101 Elementary French or equivalent) This course is a continuation of FH 101. It continues the study of basic grammar, composition, and pronunciation. A regularly scheduled period of language laboratory is required of all students. 3-1-3\*

#### FH 201 INTERMEDIATE FRENCH

(Prerequisite: FH 102 Elementary French or equivalent) This course presents a rapid grammar review followed by translation of contemporary French stories and an introduction to French civilization. Vocabulary building is emphasized along with practice in written exercises and conversation. The language laboratory is optional for intermediate students. 3-0-3\*

#### FH 202 INTERMEDIATE FRENCH

(Prerequisite: FH 201 Intermediate French or equivalent) This

\*Lecture-Lab-Credit Hours



is a continuation of FH 201 and places emphasis upon the translation of French stories, written themes, and conversation. Discussions and exercises on the French nation and its culture are also given special importance. The language laboratory is optional for students. 3-0-3\*

#### **FH 213 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent) Emphasis in this course is on oral application of the French language through conversations, discussions, and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with FH 201. 2-0-2\*

#### **FH 214 CONVERSATIONAL FRENCH**

(Prerequisite: FH 102 Elementary French or equivalent) The course is a continuation of FH 213. Intensive oral laboratory practice is given. This course may be taken independently or concurrently with FH 202. 2-0-2\*

#### **FH 270 INTRODUCTION TO FRENCH LITERATURE**

(Prerequisite: 4 years of secondary level French, or FH 202 and/or FH 214, or permission of the Department Chairman) This course is designed to present the history and achievements of French Literature. The student is introduced to major literary movements, representative authors, and works in chronological order from *Chanson de Roland* to Classicism. Written and oral reports are assigned. 3-0-3\*

#### **FH 271 INTRODUCTION TO FRENCH LITERATURE**

(Prerequisite: FH 270 or permission of Department Chairman) This course presents French literature from Classicism to contemporary literature. 3-0-3\*

### **GERMAN**

#### **GN 101 ELEMENTARY GERMAN**

A basic knowledge of German grammar and composition, drill in pronunciation, simple reading and translation, and familiarity with the life and culture of native speakers of the language are provided in this course. 3-0-3\*

#### **GN 102 ELEMENTARY GERMAN**

(Prerequisite: GN 101 or equivalent) This course continues the study of German grammar and composition, drill and pronunciation, reading and translation. 3-0-3\*

#### **GN 201 INTERMEDIATE GERMAN**

(Prerequisite: GN 102 Elementary German or equivalent) This

\*Lecture-Lab-Credit Hours

course presents intensive and extensive reading in texts in German, presenting the history, legends, folklore, poetry, and literary selections from the greatest German writers. 3-0-3\*

## **GN 202 INTERMEDIATE GERMAN**

(Prerequisite: GN 201 Intermediate German or equivalent) This course is a continuation of GN 201 and gives more extensive drill and practice in the techniques of German reading (with and without translation). 3-0-3\*

## **IN 101 ELEMENTARY ITALIAN**

A basic knowledge of Italian grammar and composition, drill in pronunciation, simple reading and useful everyday conversation; and familiarity with the life and culture of Italy are provided in this course. 3-1-3\*

## **IN 102 ELEMENTARY ITALIAN**

(Prerequisite: IN 101 or equivalent) This course is a continuation of the study of Italian grammar, composition and conversation, drill and pronunciation, reading and translation. 3-1-3\*

## **IN 201 INTERMEDIATE ITALIAN**

(Prerequisite: IN 102) This course presents intensive and extensive reading in texts in Italian, giving the history, legends, folklore, poetry, and literature selections from outstanding Italian writers. 3-0-3\*

## **IN 202 INTERMEDIATE ITALIAN**

(Prerequisite: IN 201) This course is a continuation of IN 201 and gives more extensive drill and practice in the techniques of Italian reading (with and without translation). 3-0-3\*

## **SPANISH**

### **SH 101 ELEMENTARY SPANISH**

A basic knowledge of Spanish grammar and composition, reasonable pronunciation, and familiarity with the life and culture of native speakers of the language is provided in this course. A regularly scheduled period in the language laboratory is required. 3-1-3\*

### **SH 102 ELEMENTARY SPANISH**

(Prerequisite: SH 101 Elementary Spanish or equivalent) The course is a continuation of SH 101. The objectives are to continue the study of basic grammar, composition and pronunciation. Course materials contain information about the life and culture of native speakers of the language. A regularly scheduled period in the language laboratory is required. 3-1-3\*

\*Lecture-Lab-Credit Hours

## **SH 201 INTERMEDIATE SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent) Objectives of this course are an enlarged comprehension of grammar and composition, continued attention to pronunciation, and further study of the life and culture of native speakers of the language through reading and discussions of selected literary works. The language laboratory is optional. 3-0-3\*

## **SH 202 INTERMEDIATE SPANISH**

(Prerequisite: SH 201 Intermediate Spanish or equivalent) The course is a continuation of SH 201. The objectives are to further the study of advanced grammar and composition and to enhance the appreciation of the life and culture of native speakers of the language. The language laboratory is optional. 3-0-3\*

## **SH 213 CONVERSATIONAL SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent) Emphasis in this course is on oral application of the Spanish language through conversations, discussions and oral themes. Students are given intensive oral laboratory practice. This course may be taken independently or concurrently with SH 201. 2-0-2\*

## **SH 214 CONVERSATIONAL SPANISH**

(Prerequisite: SH 102 Elementary Spanish or equivalent) This course is a continuation of SH 213. Intensive oral laboratory practice is given. It may be taken independently or concurrently with SH 202. 2-0-2\*

## **SH 270 INTRODUCTION TO SPANISH LITERATURE**

(Prerequisite: 4 years of secondary level Spanish, or SH 202 and/or SH 214, or permission of the Department Chairman) The course is designed to present the history of Spanish literature in a survey manner. The student is introduced to the major literary movements, representative authors, and works in chronological order from El Cid to the Golden Age. Lectures will be given in Spanish. Written and oral reports are assigned. 3-0-3\*

## **SH 271 INTRODUCTION TO SPANISH LITERATURE**

(Prerequisite: SH 270 or permission of the Department Chairman) The course is a continuation of SH 270 from 1800 to the 20th Century. 3-0-3\*

## **GEOGRAPHY**

## **GY 101 ELEMENTS OF GEOGRAPHY AND CONSERVATION**

This course provides an introduction to the principles of geography on a worldwide basis. The numerous inter-relationships of human life and the natural environment are a central concern. The economic inter-relationships, with emphasis upon conservation or wise resource use, are stressed. A special unit on conservation of Florida's natural resources is included. 3-0-3\*

\*Lecture-Lab-Credit Hours

## HEALTH EDUCATION

### HH 101 PERSONAL AND COMMUNITY HYGIENE

This course is concerned with the principles and practices of personal hygiene. Particular attention is given to the physical, mental, and social health of the individual and to his part in healthful family living. Included is the study of healthful group living, sources of infection, housing, food, sanitation, and the maintenance and improvement of group health. (On the basis of an examination, Health 101 may be waived.) 2-0-2\*

### HH 103 FIRST AID

This is a combination course in American Red Cross First Aid, including both the standard and advanced. Satisfactory completion qualifies the student for the instructor's course offered by the Red Cross. 1-1-1\*

### HH 104 FIRST AID INSTRUCTOR'S COURSE

(Prerequisite: HH 103, First Aid, or the permission of the Department Chairman) This course offers the opportunity for those who have completed Standard and Advanced First Aid to become American Red Cross Instructors of First Aid. 0-2-1\*

## HISTORY

### HY 101 ANCIENT AND MEDIEVAL CIVILIZATIONS

This course delves into the theories of historical causation, the origin of life upon our planet, and the emergence of major cultures. It delineates the characteristics of the major civilizations which evolved around the Mediterranean Sea from Ancient Egypt and the Fertile Crescent through Greece, Rome, the Byzantine and Islamic Cultures, and Medieval Europe to the Renaissance. The civilizations of the Far East, particularly India, China, and Japan, are also studied. 3-0-3\*

### HY 102 MODERN CIVILIZATIONS

A continuation of HY 101, this course begins with the background of the Renaissance and extends to the present time. Major emphasis is placed upon the development of modern Western European culture, with some consideration given to the forces and events contributing to the emergence of the Afro-Asian nations and peoples. 3-0-3\*

### HY 201 UNITED STATES HISTORY TO 1865

This course is concerned with the extension of European culture into the Western Hemisphere, the growth and development of the Thirteen English Colonies, an intensive study of the Constitution

\*Lecture-Lab-Credit Hours

of the United States, and the early national period of the United States to the end of the Civil War. 3-0-3\*

#### HY 202 UNITED STATES HISTORY FROM 1865 TO THE PRESENT

A continuation of HY 201, this course emphasizes the development of the United States into a great world power with more detailed studies of internal, economic, social, political, and cultural movements and forces. 3-0-3\*

#### HY 211 LATIN AMERICAN HISTORY — COLONIAL PERIOD

The course surveys the social, political, economic, and military background of Latin America. Beginning with the pre-Colombia era, it proceeds through the discoveries, conquests, and colonization of the continent. Emphasis is placed upon the cultural background of Latin America and the role played by Western European institutions in its development. 3-0-3\*

#### HY 212 LATIN AMERICAN HISTORY — NATIONAL PERIOD

This course begins with the background of the Wars for Independence and proceeds to present-day Latin America. It surveys the histories of the countries of Latin America, dealing with political, diplomatic, social, and economic forces which shaped these cultures. Emphasis is placed upon the development of governmental institutions and the emerging democratic forces. 3-0-3\*

## HOME ECONOMICS (University Parallel)

The suggested curriculum in home economics provides university parallel courses to meet the needs of students who are interested in preparation for professional positions in child development, home and family life, teaching, food and nutrition, merchandising and clothing, and in other related areas.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
CY 101-102* .....	Gen. College Chem.; Natural Sci.		7-8	
EH 101-102 .....	Freshman Communications .....		6	
HE 101 .....	Elements of Nutrition .....		3	
HE 106 .....	Elements of Clothing Const. ....		3	
MS 106 .....	Mathematics for General Education		3	
PE .....	Physical Education .....		2	
SS 101-102** .....	Social Inst.; Political Inst. ....		6	
CLOTHING MAJORS				
HE 201 .....	Clothing Construction .....		(3)	
FOOD AND NUTR. MAJORS				
HE 102 .....	Food for the Family .....		(3)	
OTHER MAJORS				
Electives .....			(3)	

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### SOPHOMORE YEAR

AT 110 or 111 ....	History & Appreciation of Art .....	2
EH .....	Literature .....	3
HH 101 .....	Personal & Comm. Hygiene .....	2
PE .....	Physical Education .....	2
PI 101 .....	Introduction to Philosophy .....	3
PY 201 .....	General Psychology .....	3
SP 101 .....	Fundamentals of Speech .....	3
SS 201 .....	Family Relationships .....	3
CLOTHING MAJORS		
AT 101 .....	Design I .....	(3)
HE 203 .....	Costume Selection .....	(3)
Electives .....		(9)
FOOD AND NUTR. MAJORS		
FS 210-211 .....	Food Comp. & Prep.; Quan. Cook'g	(6)
Elective .....		(3)
OTHER MAJORS		
Elective .....		(3)

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\*Child Development and Home and Family Life majors may elect any of the natural science courses to meet the general education requirements.  
 \*\*PI, 201 or HY 201 may be substituted for SS 102.

## HOMEMAKER

(Specialized, Business, Technical, Professional Program)

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 210 .....	Interior Design .....	2	
BE 105-106 .....	Typewriting .....	4	
EH 101-102 .....	Freshman Communications .....	6	
HE 101 .....	Elements of Nutrition .....	3	
HE 106-201 .....	Clothing Construction .....	6	
HH 101 .....	Personal & Comm. Hygiene .....	2	
MC 110 .....	Music Appreciation .....	2	
PE .....	Physical Education .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
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### SOPHOMORE YEAR

AT 110-111 .....	History and Appreciation of Art .....	4	
BA 101 .....	Accounting Principles .....	3	
BE 200 .....	Business Communication .....	3	
EH .....	Literature .....	3	
HE 102 .....	Food for the Family .....	3	
HE 203 .....	Costume Selection .....	3	
MS 106 .....	Mathematics for General Education .....	3	
PE .....	Physical Education .....	2	
PY 201 .....	General Psychology .....	3	
SP 101 .....	Fundamentals of Speech .....	3	
SS 201 .....	Family Relationships .....	3	
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\*PL 201 or HY 201 may be substituted for SS 102.

## HOME ECONOMICS

### HE 101 ELEMENTS OF NUTRITION

This course presents the fundamental principles of normal nutrition. Emphasis is placed upon the food nutrients, food selection, and dietary planning. Students who wish a basic nutrition course, Home Economics majors, and nurses who are taking the university parallel curriculum should take this course. 3-0-3\*

### HE 102 FOOD FOR THE FAMILY

This basic course deals with the relation of good nutrition to the health of the individual. It includes planning and preparing nutritionally adequate and aesthetically satisfying meals for the family. 2-2-3\*

### HE 103 NUTRITION FOR DENTAL HEALTH SERVICES

This course is designed to present to the Dental Health student the recent findings, concepts, and applications of nutrition. Methods of instruction include: lecture, discussion, and laboratory experiments. 1-2-3\*

### HE 106 ELEMENTS OF CLOTHING CONSTRUCTION

A study of pattern selection, use of commercial patterns, and the fundamental techniques of sewing are included in this course. 2-2-3\*

### HE 201 CLOTHING CONSTRUCTION

(Prerequisite: HE 106, Elements of Clothing Construction)  
Garments may be made of fabrics which require advanced techniques. Emphasis is placed on suitability of pattern, fabric and construction to the individual. 1-3-3\*

### HE 203 COSTUME SELECTION

Emphasis is placed upon the principles of design as they apply to modern dress and good taste in ready-to-wear selection. The course includes figure analysis, personal improvement, wardrobe planning, and the selection and use of accessories. 3-0-3\*



# HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT

(Specialized, Business, Technical, Professional Program)

The Hotel-Motel and Food Service Management curriculum is a mid-management program leading to the Associate in Science degree. The curriculum provides both a theoretical and a practical approach. Laboratory experience and training in hotels, motels, restaurants, and clubs is provided through part-time employment in local establishments. This curriculum prepares the student for employment in the hospitality industry.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
EH 101-102 .....	Freshman Communications .....		6	
HH 101 .....	Personal and Community Hygiene .....		2	
HR 100 .....	Introduction to Hotel-Motel- Restaurant Management .....		3	
HR 101 .....	Hotel-Motel-Restr. Acctg. ....		3	
HR 212 .....	Personnel Management .....		3	
HR 202 .....	Hotel-Motel Housekeeping .....		3	
PE .....	Physical Education .....		2	
PY 201 .....	Gen. Psychology .....		3	
SP .....	Fundamentals of Speech .....		3	
Electives: .....	.....		6	
HR 201 .....	Office Management .....	(3)		
HR 102 .....	Introduction to Foods .....	(3)		
HR 210 .....	Food Composition & Preparation ..	(3)		
HR 213 .....	Quantity Food Service .....	(3)		

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## SOPHOMORE YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
AT 110 or 111 ....	History & Apprec. of Art .....		2	
or				
MC 110 .....	Music Appreciation .....	(2)		
HR 118-218* .....	Hotel-Motel-Restaurant Practicum .....		8	
HR 204 .....	Mgmt. Practices in H-M-R .....		3	
HR 207 .....	Legal Problems .....		3	
HR 211 .....	Purchasing Management .....		3	
HR 214 .....	Food & Beverage Control .....		2	
HR 215 .....	Equip., Use, & Maintenance .....		3	
HR 216 .....	Sales Promotion & Advertising .....		3	
PE .....	Physical Education .....		2	
SS 101-102** ....	Social Inst.; Political Inst. ....		6	

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\*University transfer students substitute:

MS 106

Natural Science

3

6-8

\*\*PL 201 or HY 201 may be substituted for SS 102

## **HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT**

### **HR 100 INTRODUCTION TO HOTEL-MOTEL-RESTAURANT MANAGEMENT**

The hospitality field, its history, famous people, economic and social importance, and operations are the major areas of emphasis in this course. 3-0-3\*

### **HR 101 HOTEL-MOTEL-RESTAURANT ACCOUNTING**

This is a study of accounting applications to various service institutions. Emphasis is placed on operating cost data, cost analyses and methods of reporting for managerial uses, and the NCR posting machine. 3-0-3\*

### **HR 102 INTRODUCTION TO FOODS**

This is an elementary foods course which deals with the basic principles and fundamental processes underlying food preparation. 3-0-3\*

### **HR 118 HOTEL-MOTEL AND FOOD SERVICE MANAGEMENT PRACTICUM AND SEMINAR**

Students obtain in-season employment in local motel and hotel establishments. Thereafter, periodic observation by the coordinator will ascertain that both working hours and responsibility make for a learning sequence that will escalate to a supervisory status. A written project commensurate with assigned duties is required. 2-6-4\*

### **HR 201 OFFICE MANAGEMENT**

This course provides an analysis of various jobs within hotel-motel front office, and procedures involved in registering, accounting for, and checking out guests. Front office promotional and sales practices are also investigated. 3-0-3\*

### **HR 202 HOTEL-MOTEL HOUSEKEEPING**

This is a survey course designed to provide the student with a general understanding of the organization, duties, and administration of institutional housekeeping. It also includes interior decoration, purchase of furniture, carpeting, linens, and supplies. Maintenance and engineering of a practical nature are studied. 3-0-3\*

### **HR 204 HOTEL-MOTEL MANAGEMENT PRACTICE**

This course explores special management problems as found in hotels, motels, clubs, and institutions. 3-0-3\*

### **HR 207 LEGAL PROBLEMS**

A study of the laws applicable to the ownership and operation of places of public hospitality. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **HR 210 FOOD COMPOSITION AND PREPARATION**

(Prerequisite: HR 102 or permission of the instructor) A study is made of the production and effective use of food materials considering economic, nutritive, and aesthetic factors. Lectures and demonstrations will emphasize standards of food preparation. 3-0-3\*

## **HR 211 PURCHASING MANAGEMENT**

The major emphasis will be upon estimates of raw materials needed for the operation of a hotel, motel, or food establishment. 3-0-3\*

## **HR 212 PERSONNEL MANAGEMENT AND OPERATIONAL PROCEDURES**

This course is designed to study the basic principles and analysis of food management problems, including job analysis methods, selection, control, and supervision of personnel. Other phases of the work include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation, and safety. 3-0-3\*

## **HR 213 OPERATIONAL PROCEDURES OF QUANTITY FOOD SERVICE**

This course is designed to study the basic principles and analysis of food management problems. Phases of the work will include work plans and schedules, labor and food cost control, purchasing, equipment use and care, sanitation and safety. 3-0-3\*

## **HR 214 FOOD AND BEVERAGE CONTROL**

An in-depth study of various established cost control systems of hotels and restaurants in purchasing, allocation, and use of both foods and beverages to make for a profitable and economical operation. 2-0-2\*

## **HR 215 EQUIPMENT USE AND MAINTENANCE**

In this course a study is made of layouts, specifications, maintenance of equipment, furniture, furnishings, and decor for clubs, hotels, motels, and related institutions. 3-0-3\*

## **HR 216 SALES PROMOTION AND ADVERTISING**

A comparison of methods and results of business promotion in the hospitality field stressing the use of direct mail, news media, and personal contact to build a successful business and an attractive public image. 3-0-3\*

## **HR 218 HOTEL-MOTEL FOOD SERVICE PRACTICUM AND SEMINAR**

This course is a continuation of HR 118. 2-6-4\*

## **JOURNALISM**

## **JM 101 BASIC WRITING FOR MASS COMMUNICATIONS**

This is a course in the fundamentals of news evaluation, news

\*Lecture-Lab-Credit Hours

gathering, and news writing. Basic instruction in lead writing, organizing of stories, avoiding libel, and ethics in reporting and writing are stressed. Required for journalism majors. 3-0-3\*

#### **JM 102 SURVEY OF COMMUNICATIONS**

This course surveys the development of communications media including a study of present problems facing the press. Special emphasis is placed on newspapers, radio, and television, their requirements and opportunities, and their responsibilities to the public. Required for journalism majors. 3-0-3\*

#### **JM 201 REPORTING AND WRITING TECHNIQUES**

(Prerequisite: JM 101 and 102 or equivalent or permission of Department Chairman) This course places special emphasis on techniques of writing specific types of articles, including news, features, sports, and editorials. Work on the student newspaper serves as a required laboratory. 3-0-3\*

# LAW

(University Parallel)

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
EH 101-102 .....	Freshman Communications .....	6
MS 106 .....	Mathematics for General Education .....	3
PE .....	Physical Education .....	2
SP 101 .....	Fundamentals of Speech .....	3
SS 101-102 .....	Social Inst.; Political Inst. ....	6
BY 101-102 .....	General Biology .....	8
or		
CY 101-102 .....	General College Chemistry .....	(8)
or		
PS 101 .....	Survey of Physical Science .....	(3)
	and BY 101 or 102 or CY 101 or 102	(4)
	Foreign Language .....	6
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		33-34

## SOPHOMORE YEAR

EH .....	Literature .....	6
AT 110 or 111 ..	History and Appreciation of Art ....	2
or		
MC 110 .....	Music Appreciation .....	(2)
LC 101 .....	Art of Thinking .....	3
PL 201-202 .....	Amer. Nat'l Gov.; State, Local Gov. ....	6
HY 201-202 .....	U.S. Hist. to 1865; 1865 to Present .....	6
PE .....	Physical Education .....	2
HH 101 .....	Personal & Community Hygiene ....	2
	Foreign Language .....	6
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## LAW ENFORCEMENT

(Specialized, Business, Technical, Professional Program)

This course of study is open to both men and women students and provides the necessary preparation for beginning employment in various law enforcement fields. Courses are conducted in both day and evening classes. Students are reminded that most law enforcement agencies require a minimum age of 21 years (except clerical assistants) before employment is possible. The program, as outlined here, leads to graduation with an Associate in Science Degree.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
EH 101-102 .....	Freshman Communications .....	6	
PE .....	Physical Education .....	2	
PO 100 .....	Introduction to Law Enforcement .....	3	
MS 106 .....	Mathematics for General Education .....	3	
	Natural Sciences .....	3-4	
PO 101-102 .....	Police Administration .....	6	
SP 101 .....	Fundamentals of Speech .....	3	
SP 102 .....	Public Speaking .....	3	
SS 101 .....	Social Institutions .....	3	
			32-33

### SOPHOMORE YEAR

HH 101 .....	Personal & Community Hygiene .....	2	
HH 103 .....	First Aid .....	1	
PE .....	Physical Education .....	2	
PL 201 .....	American Natl. Government .....	3	
PL 202 .....	American State & Local Government.....	3	
PO 201 .....	Laws of Evidence .....	3	
PO 202 .....	Criminal Investigation .....	3	
PO 203 .....	Law of Arrest, Search, & Seizure .....	3	
PO 204 .....	Criminal Law .....	3	
PY 201 .....	General Psychology .....	3	
PY 202 .....	Personality Development .....	3	
SH 101-102 .....	Elementary Spanish .....	6	
			35

## LAW ENFORCEMENT

### PO 100 INTRODUCTION TO LAW ENFORCEMENT

This course introduces the student to the field of law enforcement, covering philosophical background, history, constitutional limits, agencies, processes of justice, and evaluation of specific law enforcement practices today. 3-0-3\*

### PO 101 POLICE ADMINISTRATION

The concern in this course is with the efficient organization and administration of the police department. Particular emphasis is placed on that phase of police administration which is usually seen by the general public, including the patrol, traffic, and detective divisions. 3-0-3\*

### PO 102 POLICE ADMINISTRATION

A continuation of PO 101, this course stresses the behind-the-scenes activity of a modern police department. Special attention is given to records, auxiliary services, recruitment, personnel evaluation, discipline, and planning. 3-0-3\*

### PO 201 LAWS OF EVIDENCE

Rules of evidence and their application to proper law enforcement. Tests of admissibility applied by the courts, including direct and circumstantial evidence, hearsay, confessions, dying declarations, documentary evidence, competency of witnesses, degrading and incriminating questions, privileged and non-privileged communications. 3-0-3\*

### PO 202 CRIMINAL INVESTIGATION

A general survey of methods and techniques used by modern law enforcement officers in the investigation of crime. Interrogation techniques, evidence, how to mark, preservation—after discovery, fingerprints, tool marks, firearms identification, homicide, burglary, robbery, and other crime scene investigations. Narcotics investigation, laboratory analysis of evidence, court room techniques and demeanor. 3-0-3\*

### PO 203 LAW OF ARREST, SEARCH, AND SEIZURE

Peace officers' right and duty to make arrest. Obligations imposed by oath of officer. Distinction between felony and misdemeanor. Requisites of legal arrest as set forth in the Florida Penal Code. Immunity from arrest, legal rights of suspect, techniques and procedures in effecting arrests. Legal use of force, degree of force, rights of arrested persons. Attitude and remarks of arresting officer. Laws and regulations pertaining to search of premises, automobiles, and persons. Discussions relative to officers' right to search and hold for evidence or confiscate property. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **PO 204 CRIMINAL LAW**

A study of the scope, purpose, definition, and classification of crimes. Consideration is given to criminal intent, acts of omission and commission, offenses against the person and property. The elements of some of the more common offenses are studied in depth. Defenses to criminal acts are also treated. 3-0-3\*



## LIBRARY TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

The Library Technology program is a terminal course designed to prepare students for responsible clerical and statistical positions in libraries. The curriculum will provide the student with the essential mechanical functions of librarianship such as workroom and circulation procedures and information services. Completion of the prescribed course leads to the Associate in Science degree. Those students contemplating transfer to undergraduate and graduate library programs should follow a university parallel program.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
AT 110-111 .....	History and App. of Art .....		4	
BE 105* .....	Typewriting .....		2	
EH 101-102 .....	Freshman Communications .....		6	
LT 101-102 .....	Lib. Workroom Procedures; Gen. Library Procedures .....		6	
LT 103 .....	Children's Literature .....		3	
MC 110 .....	Music Appreciation .....		2	
PE .....	Physical Education .....		2	
PS 101 .....	Survey of Physical Science .....		3	
SS 101-102 .....	Social Inst.; Political Inst. ....		6	
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### SOPHOMORE YEAR

BE 101 .....	Office Practice .....	3
EH 201-202 .....	Eng. Lit. to 1800; after 1800 .....	6
EH 205 .....	American Lit. to 1865 .....	3
HY 101-102 .....	Anc. & Med. Civilization; Modern Civilization .....	6
LT 104-105 .....	Non-book Materials; Library Practicum .....	6
PE .....	Physical Education .....	2
PY 201 .....	General Psychology .....	3
**Electives .....		3
		32

\*Students must pass the qualifying typewriting test or pursue BE 105.

\*\*Suggested electives:

1. Students contemplating business or technical library work should take BA 100.
2. Students contemplating medical library work should make the following substitutions:  
BY 101-102 for HY 101-102  
HH 101 for AT 111 and take BY 255

#### LT 101 LIBRARY WORKROOM PROCEDURES

This course introduces the student to the technical processes involved in ordering and preparing books for use in various types of libraries. 3-0-3\*

#### LT 102 GENERAL LIBRARY PROCEDURES

This course trains the student in circulation procedures; reserve book preparation and handling; library statistics; and the fundamentals of information service. 3-0-3\*

#### LT 103 CHILDREN'S LITERATURE

This course relates children's needs and interests to appropriate book materials for their fulfillment. Sources and uses of materials are stressed. 3-0-3\*

#### LT 104 NON-BOOK MATERIALS

The technologist is introduced to the use and care of a variety of audio-visual aids, acquires a basic knowledge of graphics, and learns essential record-keeping procedures. 3-0-3\*

#### LT 105 LIBRARY PRACTICUM

The essential tools of basic information service are studied in this course. The student is introduced to a variety of reference sources and learns to correlate them. 3-0-3\*

### LOGIC

#### LC 101 THE ART OF THINKING

The principal objects of this course are to help the student think with more accuracy, clarity, and completeness, and to help him apply his knowledge in analyzing the thinking of others as expressed in speech and print. 3-0-3\*

## MATERIALS

### ML 121 MANUFACTURING PROCESSES

(Co-requisite: EG 102, Engineering Graphics II or permission of department chairman) This course is designed to provide a background of knowledge covering the various manufacturing materials and the fundamental types of manufacturing methods. Through lecture, demonstration, and practical applications the student is given the opportunity to become familiar with the various types of machine tools, tooling, measuring, and inspection procedures. Automation is introduced and information is presented to acquaint the student with the modern practices of numerical control for machine tools and the uses of transfer and special machines. 2-3-3\*

### ML 122 MACHINE SHOP AND WELDING PRACTICE

This is a laboratory course that covers the basic hand and machine tools used by industry. Standard practices and procedures such as measurements, gauging, tapering, thread standards, and surface finishing are studied. Oxy-acetylene welding and silver soldering are practiced. An understanding of the processes is emphasized rather than proficiency in them. 1-5-3\*

### ML 210 INDUSTRIAL RELATIONSHIPS

In this course an effort is made to give the technology student a practical understanding of union organization, industrial organization (both large and small), and employer-employee relationships. Information on acquiring and holding an "entry" position will be covered, including the writing of a "Personal Data Sheet" and techniques of applying for a job. 3-0-3\*

### ML 221 PROPERTIES AND TESTING OF MATERIALS

(Prerequisites: DG 102, Engineering Graphics II and MS 104, Elementary Technical Mathematics II) Characteristics and physical properties of materials are investigated along with basic mechanics. The student receives instruction in the techniques and on the machines used for physical testing in industry. Topics covered include stress, strain, elasticity, types of failures, structure and application of ferrous and nonferrous metals, organic and inorganic materials and compounds. 3-3-4\*

# MATHEMATICS

## (University Parallel)

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
EH 101-102 .....	Freshman Communications .....	6
GN 101-102* .....	Elementary German .....	6
HH 101 .....	Personal and Community Hygiene .....	2
MC 110 .....	Music Appreciation .....	2
MS 204-205 .....	Analytic Geom. and Calculus I; II .....	8
PE .....	Physical Education .....	2
SS 101-102** .....	Social Inst.; Political Inst. ....	6
		32

### SOPHOMORE YEAR

EH .....	Literature .....	3
GN 201-202* .....	Intermediate German .....	6
MS 206 .....	Analytic Geom. and Calculus III .....	4
MS 207 .....	Differential Equations .....	3
MS 208 .....	Elementary Statistics .....	3
MS 209 .....	Elementary Linear Algebra .....	3
PH 205-206 .....	General Physics with Calculus I; II .....	8
PE .....	Physical Education .....	2
		32

\*French may be elected.

\*\*PL 201 or HY 201 may be substituted for SS 102.

## MATHEMATICS

### MS 101 BASIC ALGEBRA (Offered as MS 107 in 1966-67)

(Prerequisite: Adequate score on placement test) This course is a study of basic algebra designed to prepare the student for MS 111, College Algebra. Topics included are sets of integers, algebraic expressions, simple equations, factoring and quadratic equations, fractions and fractional equations, functional relationships, measurements, logarithms, variations, and introduction to mathematics of sets. 3-0-3\*

### MS 103 ELEMENTARY TECHNICAL MATHEMATICS I

This course and MS 104 Elementary Technical Mathematics II form a sequence to be offered to those Electronics Technology majors who do not qualify for MS 111. Topics considered are as follows: standard notation and the slide rule, algebraic expressions and operations, dimensional analysis, linear equations in one unknown, linear equations, exponents and radicals, quadratic equations, and exponentials and logarithms. 3-0-3\*

### MS 104 ELEMENTARY TECHNICAL MATHEMATICS II

(Prerequisite: MS 103 or MS 101) This is the second course of the sequence offered to those Electronics Technology majors who do not qualify for MS 111. Topics included are as follows: trigonometry of right angles, computations involving right-triangle trigonometry, solution of oblique triangles, graphs of trigonometric functions, the  $j$ -operator, inverse trigonometric functions, binomial expansion and progressions, and selected topics in analytic geometry. 3-0-3\*

### MS 106 MATHEMATICS FOR GENERAL EDUCATION

(Students making inadequate scores must enroll in sections meeting 5 times per week.) This course stresses the fundamental concepts and applications of mathematics. Topics include logical systems, arithmetic, number bases and groups, algebra, graphing, functions, exponents and algebraic techniques, geometry, and statistics. 3-0-3\* or 5-0-3\*

### MS 111 COLLEGE ALGEBRA

(Prerequisite: MS 101, or adequate score on placement test) Topics included are as follows: mathematics and science, the number system, polynomials, algebraic fractions, exponents, radicals sets, equations, simultaneous equations and matrices, inequalities, functions and relations, algebraic functions, exponential and logarithmic functions. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **MS 121 COLLEGE TRIGONOMETRY AND ANALYTIC GEOMETRY**

(Prerequisite: MS 111, or adequate score on placement test) This course emphasizes the analytic and the numerical treatment of trigonometry. Topics considered are as follows: trigonometric identities, vectors, right triangles, oblique triangles, multiple- and half-angle formulas, trigonometric functions of angles, trigonometric functions of real numbers, inverse trigonometric functions, complex numbers, the straight line, planes, conic sections, polar coordinates, parametric equations, area of a circle and limits. 3-0-3\*

## **MS 204 ANALYTIC GEOMETRY AND CALCULUS I**

(Prerequisite: MS 121, or adequate score on placement tests) This is the first course of a three-term sequence which unifies plane and solid analytic geometry with the calculus. Topics included are differentiation and interpretation of algebraic, trigonometric, logarithmic, and exponential functions, vectors and plane analytic geometry, and families of curves. 4-0-4\*

## **MS 205 ANALYTIC GEOMETRY AND CALCULUS II**

(Prerequisite: MS 204) This is the second course of the three-term sequence. Topics included are techniques of integration, basic theorems and concepts of calculus theory, applications, differentials, length of arc, line integrals, centroids, improper integrals, polar coordinates, and solid analytic geometry. 4-0-4\*

## **MS 206 ANALYTIC GEOMETRY AND CALCULUS III**

(Prerequisite: MS 205) This is the third course of the three-term sequence. Topics included are partial differentiation, applications of integral calculus in three space, infinite series, and an introduction to differential equations. 4-0-4\*

## **MS 207 DIFFERENTIAL EQUATIONS**

(Prerequisite: MS 206) Topics included are ordinary differential equations with applications, the Laplace transform, differential operators, systems of equations, orthogonal trajectories, electric networks, and inverse transforms. 3-0-3\*

## **MS 208 ELEMENTARY STATISTICS AND PROBABILITY**

(Prerequisite: MS 111) This course considers statistic and probability from the standpoint of general application. Topics included are as follows: frequency distribution, measures of central tendency, measures of dispersion, binomial distribution, standardized normal distribution, hypergeometric distribution, poisson distribution, the chi-square distribution, central limit theorem, statistical inference, hypothesis testing, confidence limits, correlation coefficient, regression, sample space, permutations, combinations, probability, and expectation. 3-0-3\*

\*Lecture-Lab-Credit Hours

## **MS 209 ELEMENTARY LINEAR ALGEBRA**

(Prerequisite: MS 205) A course designed to introduce the student to the notion of mathematical proof. Topics included are abstract systems, vector spaces, linear transformations, matrices, linear equations and determinants, equivalence relations on matrices, canonical form for linear transformations, metric concepts, and functions of matrices. 3-0-3\*

## MEDICAL ASSISTANT

(Specialized, Business, Technical, Professional Program)

This course prepares the student for work in the physician's office as his assistant. The trainee learns to make and check appointments, keep records of visitations, necessary supplies, write letters, case histories, and purchase orders for supplies; prepare monthly statements; do routine laboratory work such as blood and urinalysis testing; and, in general, help to establish better public relations.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 101 .....	Principles of Accounting .....	3	
BE 100 .....	Office Machines .....	2	
BE 105-106† .....	Typewriting .....	4	
BY 151-152 .....	Anatomy and Physiology .....	6	
EH 101-102 .....	Freshman Communications .....	6	
HH 101 .....	Personal & Community Hygiene .....	2	
HH 103 .....	First Aid .....	1	
CY 105 .....	Introduction to Chemistry .....	4	
PE .....	Physical Education .....	2	
PY 201 .....	General Psychology .....	3	
			33

### SOPHOMORE YEAR

BE 101 .....	Office Practice .....	3	
BE 204 .....	Medical Transcription .....	2	
BE 205 .....	Advanced Typewriting .....	2	
BE 200 .....	Business Communications .....	3	
BY 156 .....	Microbiology .....	3	
BY 251 .....	Medical Laboratory Procedures .....	3	
BY 254 .....	Internship .....	3	
BY 255-256 .....	Medical Terminology .....	5	
PE .....	Physical Education .....	2	
PY 202* .....	Personality Development .....	3	
SS 101-102** .....	Social Inst.; Political Inst. ....	6	
			35

†If the student has had typewriting in high school or can pass the qualifying test satisfactorily, he may be exempt from BE 105.

\*PY 203 may be substituted.

\*\*PL 201 or HY 201 may be substituted for SS 102.



# MUSIC

## (University Parallel)

This course of study is for students in all areas of music specialization, including Applied Music, Composition, Music Education, Music History and Literature, Music Theory, Music Therapy, and Sacred Music.

Composition and Music Education majors should add MC 226 Brass Techniques, MC 227 Woodwind Techniques, and MC 228 String Techniques to the program listed below.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BY 101 .....	General Biology .....	4	
EH 101-102 .....	Freshman Communications .....	6	
HH 101 .....	Personal & Community Hygiene .....	2	
MC 101-102 .....	Music Theory .....	6	
MC *	Music Organization .....	2	
MC .....	Applied Music .....	4	
MC 110 .....	Music Appreciation .....	2	
MC 191-192 .....	Sight Singing .....	2	
PE .....	Physical Education .....	2	
SS 101-102** .....	Social Inst.; Political Inst. ....	6	
			<hr/>
			36

## SOPHOMORE YEAR

EH .....	Literature .....	3	
MC 201-202 .....	Music Theory .....	6	
MC 203-204 .....	Keyboard .....	2	
MC *	Music Organization .....	2	
MC .....	Applied Music .....	4	
MC 291-292 .....	Sight Singing .....	2	
MS 106 .....	Mathematics for General Education .....	3	
PE .....	Physical Education .....	2	
PS 101 .....	Physical Science .....	3	
***Electives .....		7	
			<hr/>
			34

\*MC 105-106, MC 205-206; or MC 107-108, MC 207-208.

\*\*PL 201 or HY 201 may be substituted for SS 102.

\*\*\*Courses selected must be from the area of electives in the General Education program.

**MUSIC**  
**CHURCH MUSIC**  
 (Specialized, Business, Technical, Professional Program)

**FRESHMAN YEAR**

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
EH 101-102 .....	Freshman Communications .....	6	
MC 101-102 .....	Music Theory .....	6	
MC * .....	Music Organization .....	2	
MC 110 .....	Music Appreciation .....	2	
MC 191-192 .....	Sight Singing .....	2	
MC .....	Applied Music .....	4	
PE .....	Physical Education .....	2	
RN 101-102 .....	Old Testament; New Testament .....	4	
SS 101-102** .....	Social Inst.; Political Inst. ....	6	
			—
			34

**SOPHOMORE YEAR**

EH .....	Literature .....	3	
HH 101 .....	Personal & Community Hygiene .....	2	
MC 201-202 .....	Music Theory .....	6	
MC * .....	Music Organization .....	2	
MC 291-292 .....	Sight Singing .....	2	
MC 203-204 .....	Keyboard Harmony .....	2	
MC .....	Applied Music .....	4	
MC 213-214 .....	Church Music .....	4	
MC 215 .....	Conducting .....	2	
PE .....	Physical Education .....	2	
PY 201 .....	General Psychology .....	3	
			—
			32

\*MC 105-106, MC 205-206; or MC 107-108, MC 207-208.  
 \*\*PL 201 or HY 201 may be substituted for SS 102.

## MUSIC

### MC 101 MUSIC THEORY

(Co-requisite: MC 191, Sight Singing) This course includes study of the melodic, harmonic and rhythmic elements of music through part writing, aural dictation and music analysis. The harmonic material is limited to the principal diatonic structures. This is a university parallel course for students majoring in music. 3-0-3\*

### MC 102 MUSIC THEORY

(Prerequisite: MC 101, Music Theory or equivalent. Co-requisite: MC 192, Sight Singing) This course is a continuation of MC 101, Music Theory, and includes the study of additional diatonic triads, non-harmonic tones, and diatonic seventh chords. 3-0-3\*

### MC 103 FUNDAMENTALS OF MUSIC

This is an introductory course in music theory and music skills for classroom teachers and others interested in music fundamentals. This course is not open to students majoring in music. 3-0-3\*

### MC 105 CONCERT BAND

Any qualified student who enjoys the study and performance of standard concert band literature is eligible to enroll for credit or audit. Some band instruments are available for student use.† 0-3-1\*

### MC 106 CONCERT BAND

This is a continuation of MC 105, Concert Band.† 0-3-1\*

### MC 107 COLLEGE SINGERS

Membership is open to all students who like to sing. Students participate in the study and performance of a varied repertory of choral music. Both accompanied and a cappella works are included. Students may enroll for credit or non-credit.† 0-3-1\*

### MC 108 COLLEGE SINGERS

This is a continuation of MC 107, College Singers.† 0-3-1\*

### MC 110 MUSIC APPRECIATION

This course is a survey of the historical periods of cultural development. It includes a study of music styles, forms, composers and their works. It is designed to provide the student with a basis for intelligent listening and to help him develop a more thorough understanding of music. Course offers credit in General Education. 2-0-2\*

### MC 121 APPLIED MUSIC

(One half-hour lesson a week) Private instrumental instruction is available in the following instruments: Piano, Organ, Violin, Viola,

\*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

Cello, String Bass, Flute, Clarinet, Saxophone, Trumpet or Cornet, French Horn, Baritone or Euphonium, Trombone, Tuba and Percussion. 1-0-1\*

**MC 122 APPLIED MUSIC**

This is a continuation of MC 121, Applied Music. 1-0-1\*

**MC 123 APPLIED MUSIC**

(Two half-hour lessons a week) See description MC 121. 2-0-2\*

**MC 124 APPLIED MUSIC**

This is a continuation of MC 123, Applied Music. 2-0-2\*

**MC 131 APPLIED MUSIC — VOICE**

(One half-hour lesson a week. Prerequisite: MC 141, Class Voice, or equivalent) Private instruction in voice. 1-0-1\*

**MC 132 APPLIED MUSIC — VOICE**

(One half-hour lesson a week) This is a continuation of MC 131, Applied Music — Voice. 1-0-1\*

**MC 133 APPLIED MUSIC — VOICE**

(Two half-hour lessons a week) Private instruction in voice. 2-0-2\*

**MC 134 APPLIED MUSIC — VOICE**

(Two half-hour lessons a week) This is a continuation of MC 133, Applied Music — Voice. 2-0-2\*

**MC 141 CLASS VOICE**

This course includes instruction in tone production, diction, music reading, and repertory. Each student is given opportunity for individual aid. 0-2-1\*

**MC 142 CLASS VOICE**

(Prerequisite: MC 141, Class Voice, or equivalent) This course is a continuation of MC 141, Class Voice. 0-2-1\*

**MC 151 CLASS PIANO**

This course provides class lessons for beginning piano students. Instruction includes elementary technical exercises for developing keyboard facility and music reading. 0-2-1\*

**MC 152 CLASS PIANO**

(Prerequisite: MC 151 or equivalent) This course is a continuation of MC 151. 0-2-1\*

**MC 191 SIGHT SINGING**

This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on diatonic materials. 0-2-1\*

\*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

### MC 192 SIGHT SINGING

(Prerequisite: MC 191, Sight Singing, or equivalent) This course is a continuation of MC 191, Sight Singing. 0-2-1\*

### MC 201 MUSIC THEORY

(Prerequisite: MC 102, Music Theory, or equivalent. Co-requisite: MC 291, Sight Singing) This course is a continuation of MC 102, Music Theory, and includes the study of modulations to closely related keys, additional diatonic seventh chords, altered chords, and borrowed chords. 3-0-3\*

### MC 202 MUSIC THEORY

(Prerequisite: MC 201, Music Theory, or equivalent. Co-requisite: MC 292, Sight Singing) This course is a continuation of MC 201, Music Theory, and includes the study of secondary dominants, other seventh chord and altered chord structures, chords of the ninth, eleventh, and thirteenth, and advanced modulations. The shorter music forms are studied through analysis and original composition. 3-0-3\*

### MC 203 KEYBOARD HARMONY

(Prerequisites: MC 102, Music Theory, and MC 122, Applied Music—Piano, or their equivalents) This course provides a practical application through the medium of the keyboard of the materials studied in Music Theory, with emphasis on realization of bass figurations, modulations, harmonization of melodies, transpositions, and improvisation. 0-2-1\*

### MC 204 KEYBOARD HARMONY

(Prerequisite: MC 203, Keyboard Harmony, or equivalent) This course is a continuation of MC 203, Keyboard Harmony. 0-2-1\*

### MC 205 CONCERT BAND

This course is a continuation of MC 105 and MC 106, Concert Band.† 0-3-1\*

### MC 206 CONCERT BAND

A continuation of MC 205, Concert Band.† 0-3-1\*

### MC 207 COLLEGE SINGERS

This is a continuation of MC 108, College Singers.† 0-3-1\*

### MC 208 COLLEGE SINGERS

This is a continuation of MC 207, College Singers.† 0-3-1\*

### MC 213 CHURCH MUSIC

(Prerequisite: MC 110, Music Appreciation, or equivalent) This course is a survey of liturgies, a study of music appropriate to the church calendar. It includes the study of hymns, responses, anthems, choral music for service use, and the church music program. 2-0-2\*

\*Lecture-Lab-Credit Hours

†A maximum of 4 semester hours credit may be applied toward the Associate of Arts Degree. Credit received for participation may be in addition to normal academic load.

**MC 214 CHURCH MUSIC**

(Prerequisite: MC 213, Church Music) This course is a continuation of MC 213, Church Music, and includes the principles of service playing, organ literature, and a study of the larger forms of choral music. 2-0-2\*

**MC 215 CONDUCTING**

This is a course in the basic techniques of choral and instrumental conducting. It includes an introductory study of basic conducting techniques, score reading and interpretation, and is especially designed for the terminal student in music. 2-0-2\*

**MC 221 APPLIED MUSIC**

(One half-hour lesson a week) This is a continuation of MC 122, Applied Music. 1-0-1\*

**MC 222 APPLIED MUSIC**

(One half-hour lesson a week) This is a continuation of MC 221, Applied Music. 1-0-1\*

**MC 223 APPLIED MUSIC**

(Two half-hour lessons a week) This is a continuation of MC 123, Applied Music. 2-0-2\*

**MC 224 APPLIED MUSIC**

(Two half-hour lessons a week) This is a continuation of MC 223, Applied Music. 2-0-2\*

**MC 226 BRASS TECHNIQUES**

This course provides basic class instruction in brass instruments and is recommended for Music Education majors. 0-2-1\*

**MC 227 WOODWIND TECHNIQUES**

This course provides basic class instruction in woodwind instruments, and is recommended for Music Education majors. 0-2-1\*

**MC 228 STRING TECHNIQUES**

This course provides basic class instruction in violin, viola, cello, and string bass, and is recommended for Music Education majors. 0-2-1\*

**MC 231 APPLIED MUSIC — VOICE**

(One half-hour lesson a week) This is a continuation of MC 132, Applied Music—Voice. 1-0-1\*

**MC 232 APPLIED MUSIC — VOICE**

(One half-hour lesson a week) This is a continuation of MC 231, Applied Music—Voice. 1-0-1\*

**MC 233 APPLIED MUSIC — VOICE**

(Two half-hour lessons a week) This is a continuation of MC 134, Applied Music—Voice. 2-0-2\*

**MC 234 APPLIED MUSIC — VOICE**

(Two half-hour lessons a week) This is a continuation of MC 233, Applied Music—Voice. 2-0-2\*

\*Lecture-Lab-Credit Hours

### **MC 291 SIGHT SINGING**

(Prerequisite: MC 192, Sight Singing, or equivalent) This course provides a practical approach to sight singing techniques, including pitch and rhythmic reading, with emphasis on chromatic materials. 0-2-1\*

### **MC 292 SIGHT SINGING**

(Prerequisite: MC 291, Sight Singing, or equivalent) This course is a continuation of MC 291, Sight Singing. 0-2-1\*

### **MC 070 MUSIC THEATRE WORKSHOP**

This is a course designed to acquaint the student with the skills and techniques of music theatre performance. Various aspects of acting and singing are studied. Excerpts from appropriate repertory are used for the application of these skills and techniques. No credit.

### **MC 071 THE STAGE BAND**

This organization provides opportunities for a student to study and perform music in the jazz idiom. Two rehearsals weekly. No credit.

### **MC 072 STRING ENSEMBLE**

This organization affords the student an opportunity to perform various chamber music media. Two rehearsals weekly. No credit.

### **COMMUNITY SERVICE**

**THE PALM BEACH COMMUNITY CHORUS.** This choral group is co-sponsored by Palm Beach Junior College and the Department of Adult and Veteran Education. Membership is open to any member of the college and community who enjoy singing major choral works. Rehearsals are held one night each week. No credit.

# NURSING

(University Parallel)

This program is intended to give the student the first two years of a four year course leading to a Bachelor's Degree in nursing. Since requirements of colleges vary, students should obtain a catalog of the senior college to which they intend to transfer and consult with the Dean of the School of Nursing in order to obtain optimum choice of courses at Junior College. In some cases it may be advisable to transfer at the end of the freshman year.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	
CY 101-102 .....	General Chemistry .....	4	4	
EH 101-102 .....	Freshman Communications .....	3	3	
BY 156 .....	Microbiology .....		3	
HH 101 .....	Personal & Community Hygiene ....	2		
MS 106 .....	Math for General Education .....		3	
PE .....	Physical Education .....	1	1	
SS 101-102* .....	Social Inst.; Political Inst. ....	3	3	
Elective .....		3		
		<hr/>	<hr/>	
		16	17	

## SOPHOMORE YEAR

AT 110 or 111 ..	History and Appreciation of Art ....		2	
or				
MC 110 .....	Music Appreciation .....	(2)		
BY 151-152 .....	Anatomy & Physiology .....	3	3	
EH .....	Literature .....		3	
HE 101 .....	Elements of Nutrition .....	3		
HY 101 .....	Ancient & Medieval Civilizations....	3		
or				
HY 201 .....	U.S. History to 1865 .....	(3)		
HY 102 .....	Modern Civilizations .....		3	
or				
HY 202 .....	U.S. History from 1865 .....	(3)		
PE .....	Physical Education .....	1	1	
PY 201 .....	General Psychology .....	3		
PY 202 .....	Personality Development .....		3	
SP 101 .....	Fundamentals of Speech .....	3		
		<hr/>	<hr/>	
		16	15	

\*PL 201 or HY 201 may be substituted for SS 102.



## NURSING

(Specialized, Business, Technical, Professional Program)

This course is approved by the Florida State Board of Nursing and graduates are eligible to take the examination for licensure to practice as Registered Nurses. The program leads to graduation with the Associate of Science Degree. Clinical experience is in local hospitals and other community agencies. Students are assigned to the clinical area and are responsible for providing their own transportation. Palm Beach Junior College reserves the right to drop from the Nursing Program any student who, in the opinion of the Chairman of the Nursing Department, does not perform satisfactorily in the clinical area. In addition to the records required by the Registrar, each applicant is required to furnish a copy of his birth certificate.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
BY 151-152 .....	Anatomy & Physiology .....	3	3	
BY 156 .....	Microbiology .....		3	
CY 100 or 101 ....	Intro. to Chem.; Gen. Chem. ....	3-4		
EH 101-102 .....	Freshman Communications .....	3	3	
HE 101 .....	Elements of Nutrition .....	3		
NG 101 .....	Fundamentals of Nursing .....	3		
NG 102-103 .....	Medical & Surgical Nursing .....		3	4
PE .....	Physical Education .....	1	1	
PY 201 .....	General Psychology .....		3	
		16-17	16	4

### SOPHOMORE YEAR

NG 201 .....	Medical & Surgical Nursing .....	6		
NG 202-203 .....	Maternal & Child Care .....	3	7	
NG 204* or Electives** .....	Psychiatric Nursing .....	4-3	4-3	
NG 205 .....	Nursing Trends .....		2	
PE .....	Physical Education .....	1	1	
SS 101-102*** ....	Social Inst.; Political Inst. ....	3	3	
		17-16	17-16	

\*Half of the class will take NG 204 in the fall and Humanities in the winter. The other half of the class will reverse the sequence.

\*\*Humanities, including two of the following: Art Appreciation, Music Appreciation, or Literature.

\*\*\*PL 201 or HY 201 may be substituted for SS 102.

## NURSING

### NG 101 FUNDAMENTALS OF NURSING

(Co-requisites: CY 100 or 101 and BY 151) This course is an orientation to the field of nursing and includes basic concepts and procedures. Emphasis is placed on normal health needs, defining nursing problems and application of techniques in the laboratory. Offered in the fall term. 1-6-3\*

### NG 102 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 101) This segment is an introduction to nursing needs of the adult with more common medical and surgical conditions, emphasizing prevention of illness, rehabilitation and care of chronically and acutely ill. Through patient centered teaching, the clinical experience provides opportunity for development of skills by utilizing principles of nursing care, diet therapy, drug therapy, mental hygiene and patient and family teaching. Offered in the winter term. 1-6-3\*

### NG 103 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 102) This is a continuation of NG 102. Offered in the first session of the spring term only. 2-6-4\*

### NG 201 MEDICAL AND SURGICAL NURSING

(Prerequisite: NG 103) This provides a continuation of NG 103 with emphasis on more difficult nursing problems encountered in care of the adult with medical or surgical conditions. Experience in the clinical area supplements the course. Patient centered conferences are utilized to assist the student in integrating knowledge and skill essential for providing optimum nursing care. Offered in the fall term only. 3-9-6\*

### NG 202 MATERNAL AND CHILD CARE

(Co-requisite: NG 201) This course is family centered. Emphasis is placed on normal aspects of the maternity cycle and prevention of complications. In child care, emphasis is placed on normal growth and development of the child from infancy through adolescence and on individualized care in health and disease. Offered in the fall term. 2-3-3\*

### NG 203 MATERNAL AND CHILD CARE

(Prerequisite: NG 202) This is a continuation of NG 202. Offered in the winter term. 3-12-7\*

### NG 204 PSYCHIATRIC NURSING

(Co-requisite: NG 201) This is a study of the principles of psychiatric nursing, problems related to the application of these principles and supervised practice in the application of psychiatric nursing

\*Lecture-Lab-Credit Hours

principles to the care of patients. Offered in both the fall and winter terms. 1-6-3\*

## **NG 205 NURSING TRENDS**

(Prerequisite: NG 201) Current developments in nursing and the responsibilities of the nurse will be included in this course. Offered in the winter term. 2-0-2\*

## **PHILOSOPHY**

### **PI 101 INTRODUCTION TO PHILOSOPHY**

This course is designed to acquaint the student with the nature of philosophy, its methods and some of the major problems with which it has been concerned from the pre-Socratic era to the present. Special attention is given to the source of ideas and their relationship to science, art, religion and socio-political developments. 3-0-3\*

### **PI 102 MAJOR MORAL THEORIES**

(Prerequisite: PI 101) This course involves an exploration of the role of the major theories of the good life in influencing decision making by individuals and by society. 3-0-3\*

## PHYSICAL EDUCATION

(University Parallel)

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
AT 110 or 111 ....	History and Appreciation of Art .....	2	
BY 101-102 .....	General Biology .....	8	
EH 101-102 .....	Freshman Communications .....	6	
HH 101 .....	Personal & Community Hygiene .....	2	
HH 103 .....	First Aid .....	1	
PE .....	Physical Education .....	2	
PE 230 .....	Introduction to Physical Education .....	3	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
Electives .....	.....	2	
			32

### SOPHOMORE YEAR

AT 112 .....	Arts & Crafts .....	3	
EH .....	Literature .....	6	
HH 104 .....	First Aid Instructor .....	1	
MC 110 .....	Music Appreciation .....	2	
MS 106 .....	Mathematics for General Education .....	3	
PE .....	Physical Education .....	2	
PY 201-203 .....	Gen. Psych; Child Growth & Dev. ....	6	
SP 101 .....	Fundamentals of Speech .....	3	
Electives .....	.....	6	
			32

Suggested Electives for Recreation Majors:

AT 105....	Ceramics & Enameling .....	(2)
AT 108....	Basic Photography .....	(2)
SP 105....	Fundamentals of Stagecraft .....	(3)

\*PL 201 or HY 201 may be substituted for SS 102.

## PHYSICAL EDUCATION

### PE 101 TEAM ACTIVITIES FOR MEN

Provision is made in this course for a general review of a variety of team activities. Skills, strategy, and application of the rules of soccer, speedball and gatorball will be included with flag-football and softball reviewed when in season. 0-2-1\*

### PE 102 VOLLEYBALL AND BASKETBALL FOR WOMEN

This course covers the skills, rules, and strategy for volleyball and basketball. Opportunity will be given for game practice and officiating. 0-2-1\*

### PE 103 BADMINTON FOR MEN

This course offers instruction in basic skills and fundamentals with practice in singles and doubles play. 0-2-1\*

### PE 104 BADMINTON FOR WOMEN

Included in this course are skills, strategy, and application of rules for badminton. 0-2-1\*

### PE 105 VOLLEYBALL FOR MEN

This course introduces the student to the various skills and fundamental techniques of volleyball. 0-2-1\*

### PE 107 GYMNASTICS FOR MEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills on the various type of gymnastic apparatus. 0-2-1\*

### PE 108 RECREATIONAL LEADERSHIP FOR WOMEN

This course includes the theory and practice in team and individual activities with respect to skills, strategy, application of rules, officiating methods and the conduct of matches and tournaments. 0-2-1\*

### PE 109 WRESTLING FOR MEN

This course introduces the student to the various rules, skills and fundamental techniques of wrestling. 0-2-1\*

### PE 110 STUNTS AND TUMBLING FOR WOMEN

This course is designed to develop elementary skill and acquire safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1\*

### PE 111 STUNTS AND TUMBLING FOR MEN

This course is designed to develop elementary skill and acquire

\*Lecture-Lab-Credit Hours

safety procedures. Opportunity is provided for learning basic skills in individual and dual stunts, tumbling, and pyramid building. 0-2-1\*

**PE 112 SOCCER AND SOFTBALL FOR WOMEN**

This course includes skills, strategy, and application of rules for soccer and softball with opportunity given for development of officiating techniques. 0-2-1\*

**PE 113 BASKETBALL FOR MEN**

This course offers a review of the basic skills of basketball and the interpretation and application of the rules. Provisions are made for the study of basic offenses and defenses and their usage. 0-2-1\*

**PE 201 ARCHERY (CO-ED)**

This course is designed to provide the student with basic skills, techniques and knowledge in archery. 0-2-1\*

**PE 203 RECREATIONAL GAMES (CO-ED)**

This course offers activities of a recreational nature with emphasis on participation in table tennis, croquet, deck tennis and other activities subject to staff approval. 0-2-1\*

**PE 204 BOWLING (CO-ED)**

This course is designed to develop performance and skills in bowling. (Activity card purchased at bookstore—\$15.00) 0-2-1\*

**PE 205 BEGINNING SWIMMING (CO-ED)**

This course is designed to equip the student with basic water safety skills and knowledge. 0-2-1\*

**PE 206 INTERMEDIATE SWIMMING (CO-ED)**

This course provides the student with the opportunity to learn the elements of good swimming. 0-2-1\*

**PE 207 SENIOR LIFESAVING (CO-ED)**

This course is a combination of skills and knowledge with a positive attitude toward water safety. Successful completion qualifies the student for the American Red Cross Senior Lifesaving Certificate. (Activity card purchased at bookstore—\$3.75) 0-2-1\*

**PE 208 FUNDAMENTALS OF INTERPRETIVE MOVEMENT (CO-ED)**

Included in this course are theory and practice of basic body conditioning exercises, fundamentals of movement and its relationship to rhythm and music. 0-2-1\*

**PE 209 ADVANCED INTERPRETIVE MOVEMENT (CO-ED)**

This course is designed to give the student further opportunity to

\*Lecture-Lab-Credit Hours

pursue the study and application of rhythmic movement through combining acquired skills and knowledge. 0-2-1\*

**PE 210 WATER SKIING (CO-ED)**

This course is designed to develop elementary performance and skills in water skiing. (Activity card purchased at bookstore—\$25.00) 0-2-1\*

**PE 211 FOLK AND SQUARE DANCING (CO-ED)**

This course includes the study, practice, and application of basic skills in the square dance and other folk dances of America and other countries. 0-2-1\*

**PE 212 GOLF (CO-ED)**

This class is designed to offer instruction in the fundamental skills and the application of the rules for golf. (Activity card purchased at bookstore—\$8.00) 0-2-1\*

**PE 213 TENNIS (CO-ED)**

This course is designed to provide the student with basic skills, techniques, fundamentals, strategy, and application of rules in tennis. 0-2-1\*

**PE 230 INTRODUCTION TO PHYSICAL EDUCATION**

(Prerequisite: Open only to declared PE majors and minors) This course is an introduction to physical education and related areas, including history, program, training and professional opportunities. 3-0-3\*

**PE 231 CREATIVE ACTIVITIES FOR PRE-SCHOOL AND PRIMARY CHILDREN**

Exploration and study of story-telling, pantomime, interpretive dance, verse choir, and related creative activities for pre-school and primary children. 2-2-3\*

**PE 232 SURVEY OF DANCE**

This course includes history, practice, and application of basic dance forms and traditional dance skill, including ballet, creative dance, folk dance, and square dance. 2-2-3\*

# PHYSICAL THERAPY

(University Parallel)

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
AT 110 or 111 .. or	History & Appreciation of Art .....	2
MC 110 .....	Music Appreciation .....	(2)
CY 101-102 .....	General College Chemistry .....	8
EH 101-102 .....	Freshman Communications .....	6
HH 101 .....	Personal & Community Hygiene .....	2
MS 111-121 .....	College Algebra; Trigonometry .....	6
PE .....	Physical Education .....	2
SS 101-102* .....	Social Inst.; Political Inst. ....	6
		<hr/> 32

## SOPHOMORE YEAR

BY 101-102 .....	General Biology .....	8
EH .....	Literature .....	3
PE .....	Physical Education .....	2
PH 201-202 .....	General Physics .....	8
PY 201-202 .....	Gen. Psych.; Pers. Development .....	6
LC 101 .....	Art of Thinking .....	3
Electives .....	.....	2
		<hr/> 32

\*PL 201 or HY 201 may be substituted for SS 102.



# PHYSICS

(University Parallel)

The physics program is designed for the above average student. Other students desiring to have a major in physics must plan to take five terms of study.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
CY 101-102 .....	General College Chemistry .....	8
EH 101-102 .....	Freshman Communications .....	6
SS 101 .....	Social Institutions .....	3
MC 110 .....	Music Appreciation .....	2
MS 204-205 .....	Anal. Geom. & Calculus I; II .....	8
PH 205 .....	Gen. Physics with Calculus I .....	4
PE .....	Physical Education .....	2
		<hr/> 33

## SOPHOMORE YEAR

EH .....	Literature .....	3
GN 101-102* .....	Elementary German .....	6
HH 101 .....	Personal and Community Hygiene .....	2
MS 206 .....	Anal. Geom. and Calculus III .....	4
MS 207 .....	Differential Equations .....	3
MS 209 .....	Elementary Linear Algebra .....	3
PH 206-207 .....	Gen. Physics with Calculus II; III .....	7
PE .....	Physical Education .....	2
SS 102** .....	Political Institutions .....	3
		<hr/> 33

\*French may be elected.

\*\*PL 201 or HY 201 may be substituted for SS 102.

## PHYSICS

### PH 201 GENERAL PHYSICS

(Prerequisite: MS 103 & 104 or MS 121, or two units of high school algebra, one unit of geometry, one-half unit of trigonometry) This course in Physics is designed for pre-medical and pre-dental students, liberal arts students not majoring in a physical science or mathematics, and students following the technology program. This term covers heat, mechanics, and sound with emphasis on the fundamental concepts and laws of physics and their applications. 3-2-4\*

### PH 202 GENERAL PHYSICS

(Prerequisite: PH 201) This course covers light, magnetism, electricity, electronics, atomics, and nucleonics. 3-2-4\*

### PH 205 GENERAL PHYSICS WITH CALCULUS I

(Prerequisites: EG 110, MS 204) This is the first part of a two-term sequence in general physics for students with an above-average mathematical background. It is designed for students in engineering and physics. Topics included are: vector manipulation, statics, fundamentals of motion, force and translation, torque and rotation, energy, elasticity and harmonic motion, fluids at rest and in motion, gases, heat transfer, change of phase, thermal behavior of gases, and thermodynamics. The laboratory portion of the course introduces the student to basic ideas of measurement, fundamentals of the analysis of experimental data, and laboratory methods. 3-2-4\*

### PH 206 GENERAL PHYSICS WITH CALCULUS II

(Prerequisite: PH 205) This is the second term of the general physics with calculus sequence. Topics included are: electrostatics, electric current and resistance of circuits, electromagnetism, magnetic circuits, electromagnetic induction, capacitance, alternating currents, radiation from circuits, wave motion and sound, reflection and refraction of light, lenses and mirrors, spectra and color, interference and diffraction, and polarization. The laboratory portion of the course is designed to illustrate various phenomena discussed in the lectures. 3-2-4\*

### PH 207 MODERN PHYSICS

(Prerequisite: PH 206) Topics included are: special theory of relativity, introductory quantum theory, atomic structure, radiation, nuclear structure, solid state, elementary particles, and plasmas. 3-0-3\*

## PHYSICAL SCIENCE

### PS 101 SURVEY OF PHYSICAL SCIENCE

This course consists of a survey of the development of science in general, including the study of: meteorology—climate and weather; astronomy—the earth in the solar system and the universe; and geology—the history of the earth and changes in its surface. 3-0-3\*

### PS 102 SURVEY OF PHYSICAL SCIENCE

This course is a study of the fundamental concepts of chemistry and physics and their application to everyday life, including the study of chemical, physical and nuclear changes; chemical elements and compounds; the carbon, nitrogen and hydrogen cycles; and the conservation of energy law. This course is recommended for students planning to take chemistry and physics who have not had these courses in high school. 3-2-4\*

## POLITICAL SCIENCE

### PL 201 AMERICAN NATIONAL GOVERNMENT

This course strives to develop an understanding and appreciation of the political institutions of the United States. Its principal feature is an exhaustive study of the origin, nature and development of the Constitution of the United States. The course also includes a discussion of political parties, pressure groups, economic blocks, sectional interests, bodies of political and social opinion and other forces which influence the process of government. 3-0-3\*

### PL 202 AMERICAN STATE AND LOCAL GOVERNMENT

A continuation of the study of the government of the United States, this course emphasizes the role of the national administration, our federal system as it relates to state governments, including taxation problems, law enforcement and the administration of justice, problems of metropolitan areas, interstate relationships, government regulations, operation of public utilities and public planning. 3-0-3\*

## PRE-AGRICULTURE

(University Parallel)

This program will provide the necessary General Education requirements for the first two years of college, and in addition, includes sufficient basic sciences so the student will be fitted to enter the agricultural program of the college of his choice. Students planning to study Forestry at the University of Florida should include MS 204 in the sophomore year.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
BY 101-102 .....	General Biology .....	8
BY 203 .....	Genetics .....	3
EH 101-102 .....	Freshman Communications .....	6
HH 101 .....	Personal & Community Hygiene .....	2
MS 111 .....	College Algebra .....	3
MS 121 .....	College Trigonometry .....	3
PE .....	Physical Education.....	2
SS 101-102* .....	Social Inst.; Political Inst. ....	2
Elective .....	.....	2
		31

### SOPHOMORE YEAR

BY 221 .....	Horticulture .....	3
BY 211 .....	Botany .....	4
CY 101-102 .....	General College Chemistry .....	8
EH .....	Literature .....	3
PE .....	Physical Education .....	2
AT 110 or 111 ..	History & Appreciation of Art .....	2
or		
MC 110 .....	Music Appreciation .....	(2)
**Electives .....	.....	14
		36

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Suggested elective: PH 201 and PH 202. (Should have Trigonometry as pre-requisite or co-requisite.

## PRE-LABORATORY TECHNOLOGY

(University Parallel)

This program is intended to give the student the first two years of a four year course leading to a bachelor's degree in laboratory technology. Since this is not a terminal course, the choice of electives will depend on the requirements of the hospital at which the student is planning to complete his program. Three years of college training are required before admission to an approved school of medical technology.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BY 101-102 .....	General Biology .....	8	
BY 156 .....	Microbiology .....	3	
CY 101-102 .....	General College Chemistry .....	8	
EH 101-102 .....	Freshman Communications .....	6	
HH 101 .....	Personal & Community Hygiene .....	2	
PE .....	Physical Education .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
		35	

### SOPHOMORE YEAR

BY 203 .....	Genetics .....	3	
BY 205 .....	Experiments in Genetics .....	1	
CY 202 .....	Quantitative Analysis .....	4	
CY 211-212 .....	Organic Chemistry .....	8	
EH 201 .....	English Literature .....	3	
MC 110 .....	Music Appreciation .....	2	
or			
AT 110 or 111 ..	History & Appreciation of Art .....	(2)	
MS 111-121** ...	College Algebra; Trigonometry .....	6	
PE .....	Physical Education .....	2	
Electives .....		3	
		32	

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*Any more advanced math course may be elected.

# PRE-MEDICINE, PRE-DENTISTRY, PRE-PHARMACY and PRE-VETERINARY

## (University Parallel)

This course will meet the minimum requirements for admission to most medical and dental schools. While students are admitted to dental schools after two years of pre-professional work, medical schools require at least three, and usually four years of pre-professional work. In all cases, the student must correspond with the school to which he is planning to transfer in order that he may know the specific requirements for admission thereto.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BY 101-102 .....	General Biology .....	8	
CY 101-102 .....	General College Chemistry .....	8	
EH 101-102 .....	Freshman Communications .....	6	
MS 111-121 .....	College Algebra; Trigonometry .....	6	
PE .....	Physical Education .....	2	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
			<hr/>
			36

### SOPHOMORE YEAR

AT 110 or 111 ....	History & Appreciation of Art .....	2	
or			
MC 110 .....	Music Appreciation .....	(2)	
BY 201-202** ....	Comp. Vertebrate Anatomy .....	6	
CY 211-212 .....	Organic Chemistry .....	8	
EH 201 .....	English Literature .....	3	
HH 101 .....	Personal & Community Hygiene .....	2	
PE .....	Physical Education .....	2	
PH 201-202 .....	General Physics .....	8	
†Electives .....		3-4	
			<hr/>
			34-35

\*PL 201 or HY 201 may be substituted for SS 102.

\*\*For Pre-Pharmacy students, BA 101-102 or CY 202 may be elected.

†CY 202 or PY 201 should be elected.

## PSYCHOLOGY

### PY 201 GENERAL PSYCHOLOGY

Designed to provide a representative survey of psychology, this course explores scientifically various aspects of human behavior and adjustment. The major emphases are on the study of important philosophical forces, the structure and function of personality, individual and group differences, the nature of intelligence, the motivational aspects of behavior and emotions, the learning process and an orientation and critical appraisal of current psychological tests. 3-0-3\*

### PY 202 PERSONALITY DEVELOPMENT

(Prerequisite: PY 201, General Psychology or permission of the instructor) This course is a summary of the theories, methods and research of psychologists, organized on the basis of personality as a science. The goals, theories and methods of the science first are introduced and then applied in turn to the understanding of personality traits, to the dynamic structure of personality as a whole, and to the interaction and structure of the environment. Because the goals of the science include the control of personality, as well as an understanding of its mechanisms, applications to personal and social problems are considered within this framework. 3-0-3\*

### PY 203 CHILD GROWTH AND DEVELOPMENT

(Prerequisite: PY 201 General Psychology or permission of the instructor) This course offers an approach to the study of children. It includes a survey of problems, principles and achievements in the field of psychology as these contribute to the personal development and general welfare of the individual in his relationship to the social world, scientific method, biological foundation of behavior, personality, motivation, emotions, individual differences and reactions to conflict. The course will require observations of children from the pre-school through the high school levels. 3-0-3\*

## RELIGION

### RN 101 THE OLD TESTAMENT

This course is primarily an introduction to the study of the Bible. It deals with the history, literature, geography and religion of Israel and surrounding peoples through the Exile and Restoration. Course materials include the English Bible in various translations, authoritative source materials in the area of Old Testament study and the instructor's notes. 2-0-2\*

### RN 102 THE NEW TESTAMENT

This course is essentially an introduction to the study of the New Testament. It involves a study of the language, literature and geography of the New Testament era. A study is also made of the discovery of the ancient manuscripts, history of modern translations, period between the Testaments, harmony of the Gospels and the history of the early church in the Acts and Epistles. Course materials include the English Bible in various translations, authoritative source materials in the area of New Testament study and the instructor's notes. 2-0-2\*

### RN 201 INTRODUCTION TO THE MAJOR RELIGIONS OF THE WORLD

This course introduces the student to an understanding of the major religions of the world. Religions studied are: Primitivism, Hindusim, Judaism, Shinto, Zoroastrianism, Taoism, Jainism, Buddhism, Confucianism, Christianity, Islam, and Sikhism. Each religion is dealt with in terms of its historical development, basic beliefs, practices, and contemporary importance. 3-0-3\*



# RETAILING MANAGEMENT AND MERCHANDISING

(Specialized, Business, Technical, Professional Program)

The Retailing curriculum is a mid-management program leading to the Associate of Science degree. The curriculum has been planned to combine classroom instruction with realistic, supervised, on-the-job training and experience. The specialized Retailing program is designed to prepare young men and women for challenging opportunities in rewarding retailing careers.

## FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER HOURS	CREDIT
BA 212 .....	Principles of Marketing .....	3	
BA 214 .....	Salesmanship .....	3	
EH 101 .....	Freshman Communications .....	3	
HH 101 .....	Personal and Community Hygiene .....	2	
PE .....	Physical Education .....	2	
RG 101 .....	Retail Buying .....	3	
RG 102 .....	Textiles .....	3	
RG 103-104 .....	Intro. to Job & Retail Practicum I; II ....	6	
RG 106 .....	Merchandise Mathematics .....	3	
SS 101-102* .....	Social Inst.; Political Inst. ....	6	
			34

## SOPHOMORE YEAR

AT 210 .....	Interior Design .....	2	
BA 101 .....	Principles of Accounting .....	3	
BA 204 .....	Principles of Economics .....	3	
BA 207 .....	Business Law .....	3	
PE .....	Physical Education .....	2	
RG 105 .....	Apparel Accessories & Home Furn. ....	2	
RG 107 .....	Retail Advertising & Promotion .....	3	
RG 108 .....	Retail Mgmt. & Personnel Problems .....	3	
RG 109 .....	Retail Credit .....	2	
RG 110 .....	Ready-to-Wear Apparel .....	2	
RG 111-112 .....	Supervised Job Seminar I; II .....	6	
SP 101 .....	Fundamentals of Speech .....	3	
			32

\*PL 201 or HY 201 may be substituted for SS 102.

## RETAILING

### RG 101 RETAIL BUYING

A study of the principles, procedures, and techniques of buying, pricing merchandise, and of determining consumer demand. Particular attention will be given to the problems of when and how to buy, and sources of supply. The organization and function of major divisions in retail establishments are studied to promote an understanding of the varied responsibilities and activities of buyers. Field trips will supplement class lectures and discussions. 3-0-3\*

### RG 102 TEXTILES

A study of the characteristics, care, and uses of major textiles, fibers, and fabrics. Attention is given to the processes of weaving, dyeing, printing, and finishing. Practice in identification of fibers, weaves, and fabric finishes is also included. 3-0-3\*

### RG 103 INTRODUCTION TO JOB AND RETAIL PRACTICUM I

Class discussion and lecture include problems of job placement; sources of retail job information; interview techniques and methods; job application problems; appearance, grooming and attitudes as factors in job placement and promotion. Conferences, counseling, and follow-up interviews will be scheduled individually to make the relationship of classroom theory and store service experience meaningful. Open only to first year Retailing majors. 1-9-3\*

### RG 104 INTRODUCTION TO JOB AND RETAIL PRACTICUM II

A continuation of RG 102. 1-9-3\*

### RG 105 APPAREL ACCESSORIES AND HOME FURNISHINGS

A study of the style, construction, and quality of apparel accessories. Basic concepts of the application of color, line, and design to fashion will be included. Problems in fashion coordination and the analysis of fashion trends will be covered. A study of the materials, manufacture, and sources involved in the home furnishings division. Merchandising techniques will be related to both classifications. 2-0-2\*

### RG 106 MERCHANDISE MATHEMATICS

A study of the mathematics of retail merchandising. The mechanics of merchandise control and plans, the retail method of inventory, markups, margins, open to buy, discounts, and other essential retail calculations. 3-0-3\*

### RG 107 RETAIL ADVERTISING AND PROMOTION

A study of the planning and preparation of retail advertising and promotion with emphasis on the smaller retailer. Practice will be

\*Lecture-Lab-Credit Hours

given in retail copy and layout; selecting media; and research. Projects will be related to the student's interest. 3-0-3\*

#### **RG 108 RETAIL MANAGEMENT AND PERSONNEL PROBLEMS**

An integrated study of retail management functions, decision making, and problems will be made. The emphasis will be on operations, merchandising, and sales promotion procedures with particular attention to the principles of personnel administration and the problems involved. 3-0-3\*

#### **RG 109 RETAIL CREDIT**

A study of retail credit and collection principles, the organization of personnel and procedures, the formation of policies, legal aspects, special problems, and the handling of complaints and adjustments will be included. Attention will be given to techniques of maintaining good customer relations and increasing credit sales volume. 3-0-3\*

#### **RG 110 READY-TO-WEAR APPAREL**

A study of the style, construction, and quality of men's, women's, and children's ready-to-wear apparel. Fashion trends, coordination, and the application of color, line, and design to ready-to-wear fashions are studied. 2-0-2\*

#### **RG 111 SUPERVISED JOB SEMINAR I**

A planned program of independent research, observation, study, and work in selected retail firms is the crux of the seminar. Programs are designed to correlate classroom study with work experiences through seminar meetings and supervised field experiences. Open only to second year Retailing majors. Offered fall and winter terms. 1-9-3\*

#### **RG 112 SUPERVISED JOB SEMINAR II**

A continuation of RG 111. 1-9-3\*

## SOCIAL SCIENCE

### SS 101 SOCIAL INSTITUTIONS

This course explores the biological, psychological and social nature of man, including a study of man's participation in the multiplicity of social groups. The forces and factors that produce patterns of group life are examined with special emphasis on such basic American institutions as marriage and the family, education, recreation, religion, aesthetics and business. 3-0-3\*

### SS 102 POLITICAL INSTITUTIONS

This course introduces the student to the basic institution of government and highlights American political institutions, their characteristics, and major problems. The course expressly provides for a detailed study of the Constitution of the United States. 3-0-3\*

### SS 201 FAMILY RELATIONSHIPS

This course deals with the problems which are likely to be encountered by young married people in determining family goals, planning and budgeting the use of money, planning and preparing for children and for creating a satisfying family life. 3-0-3\*

### SS 205 INTRODUCTION TO SOVIET STUDIES

This course provides for the comprehensive study of the development of the modern Soviet State, and includes familiarization with the Russian culture, history, government and geography. The course traces the movement of Russian Communism and deals largely with the internal examination of the nature of Communism. 3-0-3\*

**SPEECH**  
(University Parallel)

**FRESHMAN YEAR**

COURSE	DESCRIPTION	SEMESTER HOURS CREDIT
SP 101 .....	Fundamentals of Speech .....	3
BY 101-102 .....	General Biology .....	8
EH 101-102 .....	Freshman Communications .....	6
MC 141 .....	Class Voice .....	1
PE 208-209 .....	Interpretive Movement .....	2
SP 103 .....	Introduction to the Theater .....	3
SP 104 .....	Techniques of Dramatic Art .....	3
SP 105 .....	Fundamentals of Stagecraft .....	3
SP 106 .....	Advanced Stagecraft .....	3
SS 101 .....	Social Institutions .....	3
		35

**SOPHOMORE YEAR**

AT 110 or 111 ..	History & Appreciation of Art .....	2
or		
MC 110 .....	Music Appreciation .....	(2)
EH 201-202 .....	English Literature .....	6
HH 101 .....	Personal & Community Hygiene .....	2
MS 106 .....	Math for General Education .....	3
PE .....	Physical Education .....	2
PY 201 .....	General Psychology .....	(3)
or		
Language .....	Spanish, French, or German .....	6
SP 102 .....	Public Speaking .....	3
SP 203 .....	Oral Interpretation .....	3
SP 202 .....	Acting .....	3
SS 102* .....	Social Institutions .....	3
		30-33

\*PL 201 or HY 201 may be substituted.

## SPEECH

### SP 101 FUNDAMENTALS OF SPEECH

This course aims to train the student in the basic principles and techniques involved in effective speaking. The student develops poise and confidence through constant practice in presenting various speech materials via many speech experiences. The emphasis also lies on individual development and improvement. 3-0-3\*

### SP 102 PUBLIC SPEAKING

(Prerequisite: SP 101 or equivalent or permission of the Department Chairman) This course is designed primarily for those interested in a more serious and intensive study of public speaking. It aims to review briefly the principles of speech preparation, organization, and delivery and to afford, in the main, extensive practice in the more specialized types of speech experiences most common to those who frequently are called upon to give speeches in public. 3-0-3\*

### SP 103 INTRODUCTION TO THE THEATER

This course presents a general approach to the organization of the theater especially designed to develop the student's knowledge and appreciation of the theatre arts through an historic and contemporary study of the drama. 3-0-3\*

### SP 104 TECHNIQUES OF DRAMATIC ART

This course is a study of the theater showing the relationships of the various elements in the production of a play. It stresses both the aesthetic and practical place and function of the playwright, director, designer, technician and actor. 3-0-3\*

### SP 105 FUNDAMENTALS OF STAGECRAFT

This course presents lectures and practical laboratory experience in the construction, painting and handling of scenery; costume construction; make-up; and the making of properties. It stresses individual and group participation in the complete production of plays with special emphasis on the duties of the technical worker in today's theater. 3-0-3\*

### SP 106 ADVANCED STAGECRAFT

This course is a continuation of SP 105 with special emphasis on set design and lighting techniques. The student studies the principles of designing and executing model sets and sets for production along with the principles of stage lighting as it affects painted scenery, stage make-up, costume colors and materials and as it contributes to the overall effect of a production. 3-0-3\*

\*Lecture-Lab-Credit Hours

## SP 202 ACTING

(Prerequisite: SP 104 or special permission of Department Chairman) A study of the fundamental principles and techniques of acting. Training in pantomime, stage movement, characterization, and motivation is given. Students will present scenes from plays as classroom exercises. 3-0-3\*

## SP 203 ORAL INTERPRETATION

This course emphasizes the basic principles of Oral Interpretation as applied to the interpretation of prose, drama and poetry. Primarily it strives to teach the art of communicating to an audience works of literary art in their intellectual, emotional and aesthetic entirety. Using classical and contemporary literature, students learn how to select, evaluate, analyze, prepare and present material. Reader's Theatre as well as individual interpretation is studied. Recitals to which other students and guests may be invited are an important part of this course. 3-0-3\*

## SURVEYING TECHNOLOGY

(Specialized, Business, Technical, Professional Program)

The program in Surveying Technology is a two-year course of study leading to an Associate in Science degree.

### FRESHMAN YEAR

COURSE	DESCRIPTION	SEMESTER	HOURS	CREDIT
		Fall Term	Winter Term	Spring Term
EH 101-102 .....	Freshman Communications .....	3	3	
MS 103-104 .....	Tech Math .....	3	3	
EG 101-102 .....	Engineering Graphics I; II .....	3	3	
CL 211 .....	Surveying I .....		4	
CL 220 .....	Surveying Drawing .....			3
CL 260 .....	Legal Aspects of Surveying .....			3
BE 100 .....	Office Machines .....			2
PE .....	Physical Education .....	1	1	
SS 101-102 .....	Social Inst.; Political Ins. ....	3	3	
PS 101 .....	Physical Science .....	3		
		<hr/>	<hr/>	<hr/>
		16	17	8

### SOPHOMORE YEAR

CL 212-213 .....	Surveying II; III .....	4	4	
CL 214 .....	Basic Geodetic Astronomy .....		2	
CL 221 .....	Subdivisions .....		3	
CL 230 .....	Topography and Mapping .....	3		
CL 232 .....	Electronics Surveying .....		2	
CL 231 .....	Photogrammetry .....	2		
CL 261 .....	Legal Aspects of Bound'ry Location	3		
CL 270 .....	Land Survey Descriptions .....	3		
CL 290 .....	Technical Research Problem .....		3	
ML 210 .....	Industrial Relationships .....		3	
PE .....	Physical Education .....	1	1	
		<hr/>	<hr/>	
		16	18	



## SURVEYING TECHNOLOGY

### CL 211 SURVEYING I

(Prerequisite: MS 121) Use and care of surveying instruments; theory and practice in chain and transit surveys and in balancing and closing traverses; introduction to leveling. 2-4-4\*

### CL 212 SURVEYING II

(Prerequisite: CL 211) A continuation of CL 211. Use and care of surveying instruments; theory and practice in location of reference and base lines; leveling; topography; design and layout of curves. 2-4-4\*

### CL 213 SURVEYING III

(Prerequisite: CL 212 and MS 121) A study of route surveying for location of highways, railways, canals, power-transmission lines, pipe lines, and other utilities. Aspects covered include design of horizontal and vertical curves, determination of profiles, location of objects, establishing center lines locations, and determining volumes of earthwork incidental to construction. 2-4-4\*

### CL 214 BASIC GEODETIC ASTRONOMY

(Prerequisite: CL 212 and MS 121) A study of the celestial sphere and coordinate systems in particular reference to surveying. Topics covered include: measurement of time, ephemerides and tables, astronomical determination of time, longitude, latitude, and azimuth, and instrumentation and computation. 1-3-2\*

### CL 220 SURVEYING DRAWING

(Prerequisite: EG 102) This course stresses the preparation of drawings as they apply to surveying; inking and lettering are emphasized. The following areas are studied: types of maps and their use, methods of map production and reproduction, and preparation of maps and documents for entry into the public records. 0-6-3\*

### CL 221 SUBDIVISIONS

(Prerequisite: CL 212) A study of subdivision planning. Topics covered include: Government regulations as applied to subdivisions, practice of obtaining the best subdivision land-use for various types of property, preparation of land plats and subdivision plats, relationship of roads and utilities to general layout, economic and aesthetic values. 1-4-3\*

### CL 230 TOPOGRAPHY AND MAPPING

(Prerequisites: CL 220 or co-requisite: CL 212) The following items are covered: methods of making topographic surveys, use of the plane table, control surveys, contour lines, air photo interpretation, preparation of topographic maps, computations using topographic maps. 2-3-3\*

\*Lecture-Lab-Credit Hours

#### **CL 231 PHOTOGRAMMETRY**

(Prerequisite or co-requisite: CL 212 and CL 230) A study of the geometrical characteristics of photographs and photogrammetric equipment, including problems of flight planning and control consideration; measurements in photogrammetry, rectification, and mosaics; and the application of photogrammetric principles to practical design and usage. 1-3-2\*

#### **CL 232 ELECTRONIC SURVEYING**

(Prerequisite: CL 212) A study of the application of electronic techniques to surveying. Topics include: development of electronic surveying equipment, analysis of instrumentation, range and accuracy of various systems, electro-magnetic wave propagation problems, computation methods, and practical applications. 1-3-2\*

#### **CL 260 LEGAL ASPECTS OF SURVEYING**

(Prerequisite: CL 211) This course stresses the legal and professional responsibilities of the surveyor. Points included are: relation of surveyor to client; legal rights, duties, and liabilities of the surveyor; statutes regulating the practice of surveying; various legal documents which affect the surveyor; and the surveyor's professional responsibilities. 3-0-3\*

#### **CL 261 LEGAL ASPECTS OF BOUNDARY LOCATION**

(Prerequisite: CL 260) A study of county public record systems; preparation and recording of legal documents as applied to surveying; laws of land surveying and boundaries; U. S. Government public land surveys; restoration of corners; recognition of line and reference trees; agreements as to boundaries; and the legal, historical, and evidence problems of land surveyors. 3-0-3\*

#### **CL 270 LAND SURVEY DESCRIPTIONS**

(Prerequisite: CL 260) A study of the factors which enter into the proper development of correct description of land parcels. Topics included are: superiority of calls, types of descriptions, sectional property, easements and variations, water boundaries, meanings of words and phrases, map laws, records and recording of documents, re-survey description, and preparation of general land descriptions. 3-0-3\*

#### **CL 290 TECHNICAL RESEARCH PROBLEM**

An approved technical research problem is conducted by the student. Seminars are held at regular intervals during the term in which the student will present his problem to the class. A final written report of the problem is submitted by the student. 3-0-3\*

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## NOTES

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